

<b>School System:</b>	<b>Review Dates:</b>	<b>Review Period:</b>
<b>School System Contact:</b>	<b>School System Contact Number:</b>	
<b>LDOE Team Leader:</b>	<b>Contact Number:</b>	<b>Reviewer(s):</b>
<b>Months for invoices:</b>		

**Section I: ELEMENTARY AND SECONDARY SCHOOL RELIEF (ESSER I)**

Indicator	Supporting Documentation	C	NC	N/A	Comments
<b>1. School systems will use funds for allowable activities. [Section 18003(d) of Division B of the CARES Act.]</b> Activities include one or more of the following: <ul style="list-style-type: none"> <li>Activities authorized by ESEA, IDEA, AEFLA, the Perkins Act, and the McKinney-Vento Act</li> <li>Coordination of preparedness and response efforts</li> <li>Grants to principals for school-level needs</li> <li>Activities to address the needs of special-needs populations</li> <li>Development and implementation of preparedness and response systems</li> <li>Training and professional development on sanitization and the minimization of disease spread</li> <li>Purchasing cleaning supplies</li> <li>Planning and coordinating long-term closures</li> <li>Purchasing educational technology for students</li> <li>Providing mental health services and supports</li> <li>Planning and implementing summer-school learning and after-school programs</li> <li>Other activities necessary to maintain the operation of the school system and for continuing to employ existing staff</li> </ul>	<ul style="list-style-type: none"> <li>Copy of procedures and policies developed to prepare for, respond to, or recover from COVID-19.</li> </ul>				
	<ul style="list-style-type: none"> <li>Documentation to support plan described. <b>Should include:</b> <ul style="list-style-type: none"> <li>Staffing and stipend policies;</li> <li>Copies of all invoices from two representative months (<b>LDOE monitor will select</b>);</li> <li>Evidence of coordination of preparedness and response efforts relative to COVID-19;</li> <li>Copy of procedures developed to improve the preparedness and responses efforts;</li> <li>Evidence of professional development on sanitation and minimizing the spread of infectious diseases (agendas, sign-in sheets, etc.);</li> <li>Evidence of planning for and coordinating during long-term closures (meals, technology, educational services, supplemental services, etc.)</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>Other documentation as need</li> </ul> <b>Unallowables:</b> <ul style="list-style-type: none"> <li><i>Subsidizing executive salaries and benefits of individuals who are not employees of the school system.</i></li> <li><i>Expenditures related to state or local teacher unions or associations.</i></li> </ul>				

Indicator	Supporting Documentation	C	NC	N/A	Comments
2. The school system follows state and local laws, policies and procedures for using, managing and disposing of items purchased with federal funds. [2 C.F.R. Part 200 §200.313(b)]	<ul style="list-style-type: none"> <li>Evidence the school system has a system of internal controls in place to ensure supplies and equipment are managed and used appropriately;</li> <li>Copy of the school system's policy for the managing of supplies and equipment including purchasing and inventory control;</li> <li>Evidence the school system has an inventory management tracking system in place for equipment, including equipment and supplies for non-public schools;</li> <li>Inventory Records: <ul style="list-style-type: none"> <li>Date of Purchase, Item, Cost, Location, Current Condition (list)</li> </ul> </li> <li>Photos (5-6) of equipment items marked/labeled (ESSER) purchased in the year being monitored.</li> </ul>				
3. School systems will provide equitable services to students and teachers in non-public schools. [Section 18005(a) of Division B of the CARES Act.]	<ul style="list-style-type: none"> <li>Evidence of meaningful consultation (agenda, sign-in sheets, meeting notes, emails, online confirmation notices) in accordance with distribution models (entire school system or Title I, Part A schools only);</li> </ul>				
4. School system shall maintain control of funds for the services and assistance provided. [Section 18005(b) of Division B of the CARES Act.]	<ul style="list-style-type: none"> <li>Copy of Inventory Control of all property purchased for non-public school;</li> <li>Documentation of the process of how services to a non-public schools will be provided.</li> </ul>				
5. The school system will comply with all reporting requirements. [Section 18011(b)(2) of Division B of the CARES Act.]	<ul style="list-style-type: none"> <li><b>NOTE: LDOE Monitoring Staff will review the most recent Strong Start ESSER Report for the following:</b> <ul style="list-style-type: none"> <li>Report completion</li> <li>Report submission date</li> </ul> </li> </ul>				

**Section II: GOVERNOR'S EMERGENCY EDUCATION RELIEF (GEER)**

[Section 18002 of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Section 312 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021]

Indicator	Supporting Documentation	C	NC	N/A	Comments
6. School systems will use funds to address student educational device needs and connectivity issues needed to improve internet access for students.	<ul style="list-style-type: none"> <li>Procedures developed to achieve 1:1 student device ratio, including overview of number and types of devices needed and device distribution model;</li> <li>Procedures developed to address connectivity issues;</li> <li>Copies of <b>all</b> invoices for devices;</li> <li>Copies of <b>all</b> invoices for connectivity devices;</li> </ul>				
7. School systems will provide equitable services to students and teachers in non-public schools.	<ul style="list-style-type: none"> <li>Evidence of meaningful consultation (agenda, sign-in sheets, meeting notes, emails, online confirmation notices) in accordance with distribution models (entire school system or Title I, Part A schools only);</li> <li>Copies of <b>all</b> invoices for devices and connectivity equipment purchased for non-public schools;</li> </ul>				
8. The school system follows state and local laws, policies, and procedures for using, managing, and disposing of items purchased with federal funds. [2 C.F.R. Part 200 §200.313(b)]	<ul style="list-style-type: none"> <li>Evidence the school system has a system of internal controls in place to ensure supplies and equipment are managed and used appropriately;</li> <li>Copy of the school system's policy for managing supplies and equipment including purchasing and inventory control;</li> <li>Evidence the school system has an <b>inventory management tracking system</b> in place for equipment;</li> <li>Inventory Records: <ul style="list-style-type: none"> <li>Date of Purchase, Item, Cost, Location, Current Condition (list)</li> </ul> </li> <li>Photos (5-6) of equipment items marked/labeled (GEER) purchased in the year being monitored</li> </ul>				

**Section III: ELEMENTARY AND SECONDARY SCHOOL RELIEF (ESSER I) INCENTIVE**

Indicator	Supporting Documentation	C	NC	N/A	Comments
<b>9. School systems will use funds for allowable activities. [Section 18003(d) of Division B of the CARES Act.]</b> Activities include one or more of the following: <ul style="list-style-type: none"> <li>Core curriculum materials or online access to support distance learning for the school system's Tier 1 curriculum;</li> <li>Non-core curriculum materials, software licenses, or online access to support distance learning;</li> <li>Work with one or more individual graduation planning partners to support students in grades 9-12 and/or college and career transitions for graduated seniors;</li> <li>English learner supports for distance learning for the school system's Tier 1 curriculum;</li> <li>Devices and software for students with disabilities;</li> <li>Professional development on remote service delivery to students with disabilities;</li> <li>Professional development for virtual delivery of curriculum and/or distance learning methods;</li> <li>Work with partner organizations to develop adaptive and flexible staffing plans;</li> <li>Expenses associated with creating or maintaining four-year-old seats</li> </ul>	<ul style="list-style-type: none"> <li>Copy of procedures and policies developed to prepare for, respond to, or recover from COVID-19.</li> </ul>				
	<ul style="list-style-type: none"> <li>Documentation to support plan described. <b>Should include:</b> <ul style="list-style-type: none"> <li>Copies of invoices from two representative months (<b>LDOE monitor will select</b>);</li> <li>Staffing and stipend policies;</li> <li>Evidence of coordination of college and career transition efforts for graduated seniors;</li> <li>Evidence of partnerships that indicate planning for remote services, virtual professional learning;</li> <li>Evidence of planning for online access and an appropriate Tier 1 curriculum and coordinating of distance learning during long-term closures for all students, English Learners, students with disabilities, etc.;</li> <li>Inventory Records for <b>allowable</b> devices:               <ul style="list-style-type: none"> <li>Date of Purchase, Item, Cost, Location, Current Condition (list)</li> </ul> </li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>Other documentation as need</li> </ul> <b>Unallowables:</b> <ul style="list-style-type: none"> <li><i>Student devices and connectivity, <b>unless</b> otherwise noted in the grant application.</i></li> <li><i>Expenditures related to state or local teacher unions or associations.</i></li> </ul>				