

# COMPREHENSIVE LITERACY STATE DEVELOPMENT (CLSD) PROGRAM DESK REVIEW INSTRUMENT

<b>School System:</b>	<b>Review Date(s):</b>	<b>CLSD Coordinator:</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>Review Period:</b> <i>October 1, 2022 - September 30, 2023</i>		

Indicators for school system's use of funds Part E, Section 1502 of ESEA Act	Supporting Documentation	C	NC	N/A	Comments
1. The school system used the funds to align with the CLSD project plan and allowable expenses.	<ul style="list-style-type: none"> <li>Expenditures align to the project design and allowable expenses. Expenditures follow State Bid Law. Evidence of written approval for any changes to project plan or project budget. <b>(NOTE: No documentation is necessary. LDOE Monitoring Staff will review CLSD allowables and reimbursements submitted to Appropriation Control.)</b></li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The school system ensures the expenditures align with the appropriate age band of the subgrant awarded Birth-age 5, K-5, 6-8, 9-12.	<ul style="list-style-type: none"> <li>Expenditures align to the age band of Birth to age 5, K-5, 6-8, 9-12 the respective subgrant awarded. <b>(NOTE: No documentation is necessary. LDOE Monitoring Staff will review reimbursements submitted to Appropriation Control.)</b></li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. The school system ensures funds are being drawn down at a reasonable pace. 2 CFR § 200, EDGAR §76.770	<ul style="list-style-type: none"> <li>Financial logs show balance is decreasing so there is no significant balance at the end of the fiscal year. <b>(NOTE: No documentation is necessary. LDOE Monitoring Staff will review items in eGMS.)</b></li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The school system ensures that receipts and documentation requested provide sufficient evidence for reimbursement claims.	<ul style="list-style-type: none"> <li>Copies of invoices, receipts, purchase requisitions, etc. that corresponds to all reimbursement claims submitted to Appropriation Control for payment.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The school system ensures CLSD funds <b>were not</b> used to purchase the same materials and trainings previously purchased with SRCL funds for the same group of teachers/ students.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Grade Spans	Reimbursement # and Comments	Grade Spans	Reimbursement # and Comments
Birth to 5		6 - 8	
K - 5		9 - 12	

<b>Unallowable use of funds:</b>	Purchase of materials or supplies (copy paper, pens/pencil, general materials, etc.)
----------------------------------	--