

Expenditure Report Submission Checklist for 2020-21 and 2021-22

Please review the Expenditure Report Webinar for comprehensive instructions on completing and submitting your CTEIG Expenditure Report.

Checklist serves as quality assurance to address common issues/errors noted during Expenditure Report review.

Information needed to complete the Expenditure Report per fiscal year award:

2020-21 and 2021-22 CTEIG GANs (Grant Award Notification)

Signature Page (.pdf)

Note: Incomplete reports without all of the following will be returned

- Document Name: Signature Page** submitted as .pdf form – No other format accepted
- LEA Name and CDS Code
- CTEIG Coordinator First and Last Name and Email
- Superintendent/Designee First and Last Name, Email, and Signature

Expenditure Report (Excel) – Tables A and B

Note: Incomplete reports without all of the following will be returned

- Document Name: Expenditure Report** submitted as Excel form – No other format accepted
- Allowable boxes include exact award amount entered from each GAN – 2020-21 and 2021-22
- Calculations checked for completeness. Red numbers in Table A and B double checked.
- Expenditures do not exceed the total GAN allocation amount
- Expenditures reported by application year, not by when the allocation was spent

2020-21 Spending Narrative and Spenddown Summary (Excel) – Tab 3:

Note: Incomplete reports submitted without the following detail will be returned

- 2020-21 CTEIG Expenditures Narrative completed in full detail for each Object Code. If no expenditures for an Object Code, include “None” in the Narrative for that Object Code.
- 2020-21 Matching Narrative completed in full detail AND includes Matching Funding Sources for each Object Code
- 2020-21 Spend-down Summary (bottom of page) demonstrates clear plan for spending remaining 10% of CTEIG award for 2020-21. Detail timelines, proposed purchases, and professional development activities in the narrative.

2021-22 Spending Narrative and Spenddown Summary (Excel) – Tab 4:

Note: Incomplete reports submitted without the following detail will be returned

- 2021-22 CTEIG Expenditures Narrative completed in full detail for each Object Code. If no expenditures for an Object Code, include “None” in the Narrative for that Object Code.
- 2021-22 Matching Narrative completed in full detail AND includes Matching Funding Sources for each Object Code
- 2021-22 Spend-down Summary (bottom of page) demonstrates clear plan for spending down remaining 2021-22 CTEIG funds prior to December 31, 2023. Detail timelines, proposed purchases, and professional development activities in the narrative.

Zip File:

- Confirm website, Project Code, and Upload Password included in Expenditure Report Webinar
- Zip file name as LEA Name CDS Code (spell out all acronyms and all 14 digits of the CDS Code)
- One Zip File submitted in entirety with Expenditure Report (Excel) and Signature Page (.pdf) submitted on or before **January 31, 2023 by 5:00 pm**

Please do not submit the checklist as part of the Expenditure Report submission