

Checklist for Request for Reimbursement Submission and Review for Title I, Part A

Request for Reimbursement (RfR) is the starting process of fiscal monitoring under Title I, Part A, which assists the NMPED in reviewing program details and implementations at districts and state charter schools. Reimbursement requests occur in the Operating Budget Management System (OBMS), and NMPED's Student School and Family Support Bureau (Title I) staff review RfRs to ensure expenditures are allocable, necessary, reasonable, and allowable as well as to improve effective program implementation.

This checklist provides details of the RfR submission and review process for Title I, Part A, and should be used in conjunction with NMPED's Title I Part A Guidance on Costs document. The checklist also reminds us of the requirements for RfR OBMS submission. The checklist includes three phases to implement best practices in RfR submission and review.

1-RfR Entry in OBMS:

The RfR process begins with the district or state charter school business manager submitting the RfR in OBMS which is then reviewed by SSFS Bureau staff. The following attachments are reviewed in the RfR Header section of OBMS:

- **Expenditure Summary Report (ESR),**
- **Detail Expenditure Report (DER), and**
- **Supporting Documents**

The total RfR amount submitted in the header must match the ESR. The fund name, number, and RFR period should match the OBMS RFR Header section entries. Furthermore, the grant total with the current expenditure report should be the same amount as the header in OBMS.

ESR

Grants Management Report		Fiscal Year: 2023-2024		Date Range: 10/01/2023 - 10/31/2023		Fund: 24101	
FUND: 24101		TITLE I - IASA		ACCOUNT MASK: ???			
ACCOUNT TYPES: EXPENDITURE		FISCAL YEAR:		Current Year Only			
ACCOUNT	BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE		
24101.1000.51100.1010.083000.1411.00000. SALARIES EXPENSE		\$2,125.44	\$24,254.28				
24101.1000.51100.1010.083001.1411.00000. SALARIES EXPENSE	\$0.00						
24101.1000.51100.1010.083012.1411.00000. SALARIES EXPENSE	\$0.00						
24101.1000.51100.1010.083012.1413.00000. SALARIES EXPENSE	\$0.00						
24101.1000.51100.1010.083015.1411.00000. SALARIES EXPENSE	\$0.00						

Grants Management Report

Fiscal Year: 2023-2024

Date Range: 10/01/2023 - 10/31/2023

Fund: 24101

FUND: 24101 TITLE I - IASA

ACCOUNT MASK: ??????????????????????
??????

ACCOUNT TYPES: EXPENDITURE

FISCAL YEAR: Current Year Only

ACCOUNT	BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE
24101.1000.56118.1010.083340.0000.00000. GENERAL SUPPLIES AND M#					
24101.1000.56118.1010.083372.0000.00000. GENERAL SUPPLIES AND M#					
24101.1000.56118.1010.083375.0000.00000. GENERAL SUPPLIES AND M#					
24101.1000.56118.1010.083481.0000.00000. GENERAL SUPPLIES AND M#					
24101.2200.53330.0000.083025.0000.00000. PROFESSIONAL DEVELOPM#					
24101.2200.53330.0000.083340.0000.00000. PROFESSIONAL DEVELOPM#					
24101.2200.53330.0000.083375.0000.00000. PROFESSIONAL DEVELOPM#					
24101.2320.53713.0000.083000.0000.00000. INDIRECT COSTS - PROGRA#					
GRAND TOTAL		\$549,641.33			

End of Report

OBMS RFR Header

Claim Period From: 10/01/2023

Claim Period To: 10/31/2023

YTD Expenditures:	668,768.48	Budget Amount:	668,768.48
Outstanding Claims:	61,315.68		
In Processing at DFA:	\$0.00		
Total Cash Received:	6,666,666.67		
Cash Balance as of June 30:	\$0.00		

Total Request for Reimbursement: \$549,641.33

Approved Amount: \$549,641.33



The Detailed Expenditure Report (DER) is the second OBMS data report to examine expenditure details. It not only gives expenditure details and purchases; it also summarizes functions such as salaries, expenses, benefits, additional compensations, and professional development which are essential in providing evidence regarding the details of the approved Title I ESSA Consolidated application.

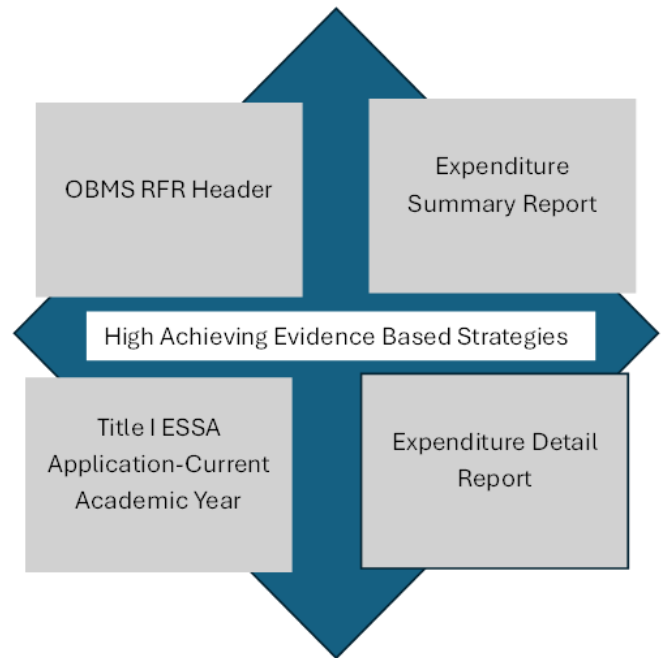
2-Program Summary and Details

The data received through DER yields the review of any supporting documents to validate the expenditures and program details with purchase orders, invoices, receipts, other contracts, agendas, and sign-ins. The table below summarizes the program functions and required supporting document submission with RfRs.

Program Function	Supporting Document Requirement	Evidence
Salaries Expenses and Benefits	Required	Supporting documents include time and effort documentation. Position has to be included in the approved Title I application or Amendment Form.
Additional Compensation	Required	After/Before School Tutoring Log- Ins, Travel Reimbursements, etc.
Professional Development Reimbursement	Required	Purchase Order, Travel Documents/ Agenda/ Certification of Completion
Professional Development Delivery	Required	Purchase Order, Vendor Contract, Detailed Invoice
Family Engagement	Required	Purchase Order, Agenda, Sign-Ins, and Itemized Food Receipts
General Supplies and Materials	Required	Purchase Order and Receipts
Other Contract Services	Required	Purchase Order and Receipts
Equipment over \$5K	Required	Purchase Order, Invoices, and NMPED \$5K Equipment Approval Form
Non-profit or for-profit external provider for program or services	Required	Supporting documents to show that external provider has expertise in using evidence-based strategies for improving student outcomes
Any changes or proposed purchases not listed in original application	Required	NMPED approved Title I, Part A Amendment Form
Equitable Services for private schools for which the LEA is responsible for maintaining and managing funds	Required	Any documentation such as purchase orders, invoices, contract agreements that inform program planning, design, and implementation in private schools that matches the equitable services consultation form submitted with the Title I application
Indirect Cost	Not Required	

3-Data Triangulation and Validation

Data triangulation refers to using multiple data sources to understand the evidence comprehensively. In RfR reviews, data triangulation involves the RfR Header in OBMS, DER, and approved Title I ESSA Consolidated Application. While the data reliability, combined between the RfR Header and DER, supports the findings in budget and fiscal monitoring, the data point check between DER and Title I Application reveals the implementation perspectives of Title I programs and strengthens the credibility of the evidence found in OBMS and DER. With these essential facts, it is crucial to use the same language in purchase orders and approved Title I applications, which helps the reviewer understand the details of the Title I, Part A program. The illustrations below exemplify the aligning language between purchase orders from DER and narratives from the approved Title I application.



Detailed Expenditure Report Item Line

24101E1000 56118 1010 066 0000 00000 00000	11/09/23	AP	ao1	662400056 Title 1- ELL Family engagement Support Night Adult Meals	2311-103123	10/31/23	81493	11/09/23	48.75
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Narrative Extract from 24101 ESSA Title I Application for Current Academic Year

Module 8.1: Parent Costs Set Aside				
Parent Costs	Out To School	District Activities	Parent Involvement	Fund Usage
	Yes	Yes		<p>n</p> <p>0</p> <p>-day plan. The \$24,638 parent engagement funds will flow directly to the school sites for parent involvement and engagement efforts so that the unique needs of each school can be addressed through family engagement activities. These funds cover the cost of the parent involvement activity (books, take-home resources, flashcards, materials, and food) and are scheduled throughout the year by school teams and parents.</p>

The Elementary and Secondary Education Act, as amended, encourages educators and policymakers to seek strategies with the most robust evidence of improving student outcomes. Program implementations under Title I, Part A for districts and state charter schools should be grounded in evidence-based practices. RfR submission and review in Title I also seeks some level of evidence to inform program design and practices.