

PREPARING AND PARTICIPATING IN A DESK AUDIT

CRITERIA AND DATA POINTS	Completed
<p>1. Gather and review the following document found at: http://opi.mt.gov/COVID-19-Information/ESSER#9922711276-monitoring</p> <ul style="list-style-type: none"> a. <i>ESSER Criteria and Data Points</i> b. <i>ESSER Criteria and Data Points Response Sheet</i> c. <i>ESSER Monitoring Point of Contact Form</i> d. <i>Preparing and Participating in A Desk Audit</i> e. <i>MT OPI ESSER Internal Control and Subrecipient Monitoring Plan</i> 	
<p>2. Choose someone who will serve as the monitoring point of contact.</p>	
<p>3. Complete the <i>ESSER Monitoring Point of Contact Form</i> and submit it at least three (3) weeks before the desk audit due date.</p> <p>4.</p>	
<p>5. Schedule a time for a conference call between OPI and the LEA. Individuals from the LEA that should be included on this call are the Authorized Representative, Business Manager, Clerk, and Superintendent. To schedule a call contact Destiny Sjoden at 406-444-3693.</p>	
<p>6. Review each of the 9 (nine) criteria and data points on the <i>ESSER Grant Criteria and Data Points for Desk Audits</i>.</p>	
<p>7. Using the <i>ESSER Criteria and Data Points</i> as guidance, gather the appropriate records to present as documentation the criteria has been met.</p> <ul style="list-style-type: none"> a. In the column labeled <i>Documents Be Submitted to OPI</i> enter the name(s) of the document(s) to review. b. In the column labeled <i>Individual Responsible for Oversight</i> enter the name(s) and title of the individual(s) is responsible for the completion and retention of the documents listed <i>Documents Be Submitted</i>. 	
<p>8. Use the <i>Documents to Be Submitted to OPI</i> column of the <i>ESSER Grant Criteria and Data Points Response Sheet</i> to list the name(s) of the document(s) that were gathered in the previous step.</p>	
<p>9. When completed place all documents and forms into a zip file and name the file <i>[School] ESSER Documents</i>. If you are unsure of how to create a zip file go to https://www.wikihow.com/Make-a-Zip-File</p>	
<p>10. Send the zip file to Destiny.Sjoden@mt.gov .</p>	

