



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION



Reimbursement Request Guidance

Specific to OSSE's Comprehensive Literacy State Development (CLSD) Grant

Background & Purpose

The Office of the State Superintendent of Education (OSSE) operates all grants, including CLSD, on a reimbursement request (RR) model. Subgrantees must pay allowable expenses upfront and then submit RRs through the [Enterprise Grants Management System](#) (EGMS). CLSD subgrantees may refer to OSSE's general RR policies:

- a) [RR Submission Policy](#)
- b) [FAQs on RR Submission Policy](#)
- c) [How to Submit RRs in EGMS](#)
- d) [Code of the District of Columbia: False Claims Liability](#)

This guidance outlines **CLSD-specific** requirements, deadlines, and documentation standards. Subgrantees should use it as the primary reference when preparing RRs.

RR Deadlines

Subgrantees:

- ☐ Must submit **at least one RR per quarter**.
- ☐ Should submit RRs no later than **15 days after the quarter ends**, per dates below.

FY2026-FY2027 Deadlines

Fiscal Year and Quarter	RR due date
FY26Q4 (July – September)	Oct. 15, 2026
FY27Q1 (October – December)	Jan.15, 2027
FY27Q2 (January – March)	April 15, 2027
FY27Q3 (April – June)	July 15, 2027
FY27Q4 (July – September)	Oct. 15, 2027

Subgrantees must notify OSSE in advance if an RR will not be submitted for a fiscal quarter and must provide an explanation. Exceptions are rare and reviewed case-by-case.

RR General Requirements

Before submitting an RR, subgrantees must ensure reimbursed expenses:

- ☐ Meet federal cost principles ([allowable](#), [necessary](#), [reasonable](#), [allocable](#)).
- ☐ Are obligated within OSSE's fiscal year (Oct. 1 – Sept. 30) and stay within approved budget amounts.
- ☐ Occur before a subgrantee's [SAM.gov](#) Unique Entity Identifier (UEI) expiration date.
- ☐ Align with CLSD allowable uses of funds (Attachment E of the applicable [B-5](#) or [K-12](#) Request for Applications [RFA]).
- ☐ Match the "Program Category" to the approved budget.
- ☐ Match the "Expenditure Description" to the approved budget's "Brief Description of Purpose of Purchase."

RR Documentation Requirements

Before submitting an RR, subgrantees should review and follow the checklists below.

Salaries and Benefits Tab Checklist

- ☐ Reflect compensation only for time and effort dedicated to CLSD activities, per the approved budget.
- ☐ Match employee names and titles to the approved budget.

Professional Services and Supplies/Materials Tab Checklist

- ☐ Upload proof of purchase (e.g., invoice, receipt) and proof of payment (e.g., purchase order, check, credit card statement) as a single file for each RR line, if possible.
 - Label the consolidated file: **VendorName_Date_BudgetCategory_Invoice-Payment_dollar amount**
 - Ensure invoice and proof of payment both show the vendor name, detailed service description, cost, and dates of service.
 - Ensure proof of payment includes the corresponding invoice number.
 - Highlight or clearly identify CLSD-funded expenses on invoices or payments that contain non-CLSD items.
- ☐ Upload the contract or formal agreement separately and label the file: **VendorName_Date_BudgetCategory_ContractOrFormalAgreement** if requesting reimbursement for an expense for the first time.
- ☐ Match all RR documentation details to the RR entry and the approved budget.

RR Submission Tips

- ☐ Set calendar reminders for quarterly deadlines.
- ☐ Review each EGMS entry against the approved budget before submitting.

Contact

For questions, contact Jose Urquilla, CLSD Program Analyst (Jose.Urquilla@dc.gov).

