



State of New Jersey

DEPARTMENT OF EDUCATION

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February 14, 2011

TO: Chief School Administrator
Charter School Lead Person
School Business Administrator

FROM: Anne Corwell, Director
Office of Grants Management

SUBJECT: FY 2010 *No Child Left Behind (NCLB)* Final Reports

I am pleased to inform you that the FY 2010 *NCLB* Final Report is now available for district use in the Electronic Web-Enabled Grant (EWEG) system. At this time, your district may begin to complete its final report on the EWEG system. The due date for submission of the final report is **Monday, March 21, 2011**.

The FY 2010 *NCLB* Final Report will contain financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, and refunds to the NJDOE. This integrated information will allow the EWEG system to close-out the FY 2010 grant period by providing districts with an exact accounting of the FY 2010 funds as these relate to: 1) the amount of funds that will be paid upon approval of the final report; 2) the amount of funds that were over paid and will need to be subtracted (offset) from unexpended balances; and 3) the amount of unexpended funds that can be carried over into FY 2011.

Critical to the successful completion of the final report is the requirement that all amendments and prior-year final reports for the district have final NJDOE approval. Without this condition, districts will not be able to enter accurate information regarding the total amount of budgeted and expended FY 2010 funds (including FY 2009 overpayments/carryover funds) and will not be able to submit the FY 2010 final report.

To assist districts in the completion of the final report, the Office of Grants Management (OGM), in collaboration with County Offices of Education, will provide technical assistance work sessions beginning in mid February. These will be hands-on training sessions in which NJDOE staff members will be present to assist school business administrators in the completion of the final reports. Further details on these work sessions will be provided as they are scheduled.

The final report may be accessed by logging onto the EWEG system and selecting the '*NCLB* Final Report' link found on the Application Select screen. The user may then click the 'Create Final Report' button to begin entering data. If the *NCLB* Final Report link is not displayed, please email the EWEG Help Desk at eweghelp@doe.state.nj.us to request assistance.

Upon final NJDOE approval of the district's FY 2010 *NCLB* Final Report, any funds identified as either overpayment or carryover funds will transfer into separate lines in the allocation section of the FY 2011 *NCLB* application. At this point, if the district's FY 2011 *NCLB* application **does not have** final NJDOE approval, the district must budget the overpayment and/or carryover funds as part of the original application submission (these overpayment and/or carryover funds will be reviewed as part of the FY 2011 application approval process). If, however, the FY 2011 *NCLB* application **has final** NJDOE approval, the district must budget the overpayment and/or carryover funds by submitting an amendment to the FY 2011 application.

Please note: Districts may spend carryover funds **now** on allowable costs, and may charge these costs retroactively to September 1, 2010. If a district funds programs, services, and activities that are not approved in the FY 2011 *NCLB* application, the district is responsible for the incurred costs. Please see Attachment A for further details on carryover and overpayment funds.

If you have any questions concerning the information contained in this memo, please contact the Office of Grants Management (OGM) at (609) 633-6974.

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c: Christopher D. Cerf
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FY 2010 Unexpended Funds

Carryover Funds:

Although carryover is permitted with some restrictions, districts are encouraged to use their funds during the fiscal year for which they are approved. Please keep in mind the following restrictions regarding these unexpended funds in several *NCLB* programs:

Title I Part A

- Not more than 15% of a district's Title I Part A allocation [excluding School Improvement Allocation (SIA) funds] may be carried over to the next fiscal year. This percentage may be waived and a larger percent allowed only once every three years if the NJDOE determines the request is reasonable and necessary. The 15 % limit applies to districts that receive \$50,000 or more in Title I Part A funds. All funds that a district cannot carry over must be released to the NJDOE to be reallocated.
- If Title I Part A funds for the following required reserves are carried forward, **these funds must be utilized for their original purpose or must be released to the NJDOE:**
 - DINI Professional Development
 - SINI Professional Development
 - Parental Involvement

Title I Part D

- Not more than 15% of a district's Title I Part D allocation may be carried over to the next fiscal year. This percentage may be waived and a larger percentage allowed if the NJDOE determines the request is reasonable and necessary. All funds that a district cannot carry over must be released to the NJDOE to be reallocated.

Title II Part D

- If a district did not have a waiver for the 25% professional development requirement for the FY 2010 Title II Part D funds and did not fully expend the professional development funds, these unexpended, FY 2010 funds must be budgeted in the FY 2011 application or amendment for their original purpose.

Title IV Part A

- Not more than 25% of a district's Title IV Part A allocation may be carried over to the next fiscal year. If a district wishes to carry over more than 25% of its Title IV Part A allocation, the district must request a waiver in the FY 2010 final report.

Overpayment Funds:

Overpayment funds are those *NCLB* funds paid to a district based on approved reimbursement requests within a given project period, but not represented as expended funds in the final report for that same project period. When an overpayment occurs, a district is required to show how these funds were utilized by budgeting the overpayment amount(s) in the subsequent project period, either through the original application, if it does not have final NJDOE approval, or via an amendment.