



State of New Jersey

DEPARTMENT OF EDUCATION

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June 20, 2011

TO: Chief School Administrator
Charter School Lead Person
State Agency Office of Education Director

FROM: Anne Corwell, Director
Office of Grants Management

SUBJECT: Pre-Award Costs for *No Child Left Behind Act of 2001 (NCLB)* and *Individuals with Disabilities Education Act of 2004 (IDEA 2004)*

In anticipation of the FY 2012 project period, the New Jersey Department of Education (NJDOE) will consider requests to incur pre-award costs for the *No Child Left Behind Act of 2001 (NCLB)* and *Individuals with Disabilities Education Act of 2004 (IDEA 2004)* grant programs. The FY 2012 project period for both *NCLB* and *IDEA* grant programs is September 1, 2011 through August 31, 2012.

Pre-award costs are those costs which are incurred prior to the project start date in anticipation of the award and which are necessary to fulfill the required service to comply with the proposed delivery schedule or period of performance. Unless extenuating circumstances exist, these costs should not be incurred prior to July 1, 2011 and are allowable only to the extent that they would have been allowable in the approved grant application and only with the written approval of the NJDOE.

All requests to incur pre-award costs must be made in writing to the Office of Grants Management (OGM) and must specify the requested costs, as well as a rationale for these costs. Questions should be directed to Andrea Sunderville, entitlement grants coordinator, at (609) 633-6974.

AC\ams:K:\Pre-Award Costs\FY 2012 Announcement Memo

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