

FEDERAL PROGRAMS MESSENGER

SEPTEMBER • 2016



GETTING STARTED IN FY2016-2017

School has started, teachers are teaching and new and seasoned Federal Programs directors are working diligently to ensure that compliance is being met on every level of federal program and fiscal responsibilities.

Below are some checklist processes that must be accomplished before districts can move forward to complete their FY2016-2017 Consolidated Application.

- ▶ **FY2015-2016 Closeout Process** - Once districts receive their final federal reimbursement for FY2015-2016: close out of each program must be performed by the district to allow any unexpended funds to roll over to FY2016-2017.
- ▶ **FY2016-2017 Federal Assurances** - The authorized representative certifies that he or she has read, understood and will comply with all the provisions of: General Assurances, Title Programs, Equitable Services, Transferability, Debarment and Excess Cost, Lobbying, Debarment and Suspension; Drug-Free Workplace, Gun-Free Schools, Smoke-Free Schools, School Prayer and Equity for Students, and Teachers and Beneficiaries Assurances.

NOTE: The Federal Assurances must be completed and approved by OSDE before the LEA is able to access the Comprehensive District Academic Plan (CDAP)

- ▶ **FY2016-2017 Comprehensive District Academic Plan (CDAP)** is the district's blueprint for planning out its unique needs and providing strategies in monitoring student progress.
- ▶ **FY2016-2017 Consolidated Application** covers Title I, A, Title II, A, Title III, Immigrant, Title III, LEP, Title VI, RLIS, and Title VI, REAP Flex. Districts budget funds according to program allowability.

REVIEWER ASSIGNMENTS

Each year districts are assigned a Program Specialist or Grant Associate that is available to provide technical assistance to you as you plan, budget, and request reimbursement. A list of reviewer assignments is found on the Federal Programs Overview link.

REPORTING REQUIREMENTS DOCUMENT 2016-2017 (ACCOUNTABILITY AT A GLANCE)

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OFFICE OF FEDERAL PROGRAMS CALENDAR

9/13/16 WIDA Workshop

9/20/16 PAC Meeting Webinar

9/14/16 WIDA Workshop

9/28/16 McKinney Vento Webinar

9/15/16 WIDA Workshop

FISCAL REMINDERS

Second Year Carryover Funds

At the end of June 30 (or FY2016), any unexpended 1st-year carryover balance becomes unexpended 2nd-year carryover funds on July 1 (or in FY2017). Unexpended 2nd year carryover funds must be obligated (or encumbered) through September 30, 2016, and submitted shortly after to allow time for the expenditure to be audited and paid by the Office of Federal Program before the December 31, 2016, liquidation period. Any LEA unexpended second year carryover funds that remain available after December 31, 2016, will automatically be released back to the Office of Federal Programs.

Please check your carryover balance in each federal program to ensure timely obligation (or encumbrance) of these funds.

15 Percent Carryover Limitation

Districts with a current year allocation of \$50,000 or more (includes current year funds transferred from Title II, A to Title I, A) are allowed to carry over no more than 15 percent of their FY2016 current year allocation to FY2017. Districts exceeding the 15 percent carryover limitation will be notified by the Office of Federal Programs at the beginning of October with instructions on requesting a waiver and completing the 9/30 report. Waivers are granted once every three years.

FEDERAL Q & A

Q. Why am I not able to access the FY2016-2017 Comprehensive District Academic Plan?

A. Districts Federal Assurances must be completed and approved by OSDE staff before the district is granted access to the CDAP.

WELCOME NEW STAFF MEMBERS!

Anthony Kibble, Program Specialist, State Homeless Coordinator

Lura Lee Buan, Program Specialist, Migrant Program Coordinator

Daniel Ruhl, Program Specialist

Hicham Boukhmati, Program Specialist, Title III, LEP Program Coordinator

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