

FY2013-14 NCLB Consolidated Budget Request for Funds (RFF)

The FY2013-14 NCLB Consolidated Budget Request for Funds (RFF) forms can now be downloaded from the Grants Fiscal Management section of the CDE website at:

http://www.cde.state.co.us/cdefisgrant/NCLB_download.htm.

The forms are in an Excel workbook and one form for each NCLB program is on a separate tab of the workbook. **Beginning this year we have consolidated all districts, including transferring districts, into one workbook. To access your information for a particular program, simply choose your district code from the highlighted dropdown list at the top of each form.** The spreadsheet will populate your district name, county, allocation and carryover amounts as indicated on your approved budget for each program. An "Instruction Page" has been provided at the beginning of the workbook. Taking the time to read over the instructions should clear up many questions.

Title III-A ELL (formerly in GPS)

Effective FY2013-14 we will no longer be entering budget and allocation information for the Title III-ELL into the Grant Payment System (GPS). Instead, a request for funds form has been included in the FY2013-14 NCLB Consolidated Budget Request for Funds workbook. The decision to move away from GPS has not been an easy decision; however, it will bring consistency to our current processes as we continue to work towards a more all-encompassing automated process.

***Please note:** Districts will continue to draw down funds via GPS for their FY2012-13 expenditures only. All draws for FY2013-14 expenditures will be submitted via the forms in the workbook. Any carryover amounts will be reflected on the Request for Funds forms based on the carryover amounts indicated on your approved budget for each program.*

Program Approval Required

Access to these forms does not indicate that you have been given final approval of all your programs. You may check for program approval on CDE's web site at:

<http://www.cde.state.co.us/scriptscfpu/consappchk/index.asp>

You may not request funds for any program until you have received final approval for all programs from both the Office of Grants Fiscal and the Office of Federal Programs. However, you may begin to obligate funds retroactive to your substantial approval date.

Request for Funds Submission

The deadline for requesting NCLB Consolidated funds is the end of the 1st business day of each month in order to receive funds during that month.

Before sending a request for funds to CDE, the forms should be signed by the authorized representative. The authorized representative will be certifying that the district will be disbursing funds within 3 days of receipt.

To view the history of your grant distributions for each fiscal year the Grant Distribution spreadsheets can be found at:

http://www.cde.state.co.us/cdefisgrant/Grant_Distribution_Reports.htm