

## NCLB FY2013 Request for Funds Additional Information

The FY2013 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](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 non-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 for that 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.

Please note: **Access to these forms does not indicate that you have been given final approval of all your programs. As each of your programs receives final approval, you will receive written notification from CDE.** *You may not request funds for any given program until you have received final approval (from both Grants Fiscal and Office of Federal Programs) for that program. (Or you can check CDE's web site at:*

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

However, you may begin to obligate funds retroactive to your substantial approval date.

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.\***

\*This is not a change from the previous policy, but the wording of the certification was recently updated.

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