



NCLB Performance Report Carryover and Grant Reimbursement System

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OBJECTIVE

- Understand steps to align NCLB Performance Report carryover budget requests to the Grant Reimbursement System.
- Understand how the Grant Reimbursement System will transition from the NCLB Application budget line to the NCLB Performance Report carryover budget line.

NCLB Performance Report

- The Performance Report's carryover must be equal to or less than the available grant balance in the Grant Reimbursement System.
- No other changes are occurring in the NCLB Performance Report.
- The Grant Reimbursement System will create a summary of NCLB Performance Report carryover budgets by categories.

NCLB Grant Reimbursement System Reconciliation – New Invoice Screen

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Pine RSU FY2015 Federal Grant Reimbursement Invoice Menu

TITLE I GRANTS TO LOCAL EDUCATION AGENCIES - 13-05A-3107-13-6306-3107CDG-F2015

Invoice # & ID	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action
1 ID: 3438	06/16/2015	09/06/2014 to 05/05/2015	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	\$25,000.00	\$75,000.00	<input type="button" value="Open"/>

The FY2015 Performance Report has been submitted by electronic signature. Use the links below to create new invoices.

STEP 1

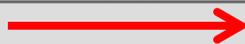


Actual Expenditure as Reported in the Performance Report (PR) \$ 41,977.00

Carry-over Amount as Reported on the PR \$ 58,123.00

Remaining Application Project Funds to be Invoiced (Award balance: \$75,000.00 - Carry-over Amount: \$58,123.00) \$16,877.00

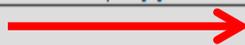
Invoice # & ID	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action
STEP 2								<input type="button" value="New"/>



Create a new invoice from Application Budgets

Total of project budgets carried forward and of new carry over projects as reported on the Performance Report \$ 58,123.00

Invoice # & ID	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action
STEP 3								<input type="button" value="New"/>



Create a new invoice from Performance Report Budgets

Title I Grants To Local Education Agencies - 13-05A-3107-13-6306-3107CDG-2014 (Funds transferred from Title IIA)

Invoice # & ID	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action
STEP 4								<input type="button" value="New"/>

Create a new invoice

STEP 1

Welcome to the Maine Department of Education Federal Grant Reimbursement System.
Our aim is to make the reimbursement process as effortless as possible.

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Pine RSU FY2015 Federal Grant Reimbursement Invoice Menu

TITLE I GRANTS TO LOCAL EDUCATION AGENCIES - 13-05A-3107-13-6306-3107CDG-F2015

Invoice # & ID	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action
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STEP 1



Actual Expenditure as Reported in the Performance Report (PR) \$ 41,977.00

Carry-over Amount as Reported on the PR \$ 58,123.00

Remaining Application Project Funds to be Invoiced (Award balance: \$75,000.00 - Carry-over Amount: \$58,123.00) \$16,877.00

STEP 1

Once the NCLB Performance Report is submitted/certified, the system will look at the last invoice submitted and perform the following reconciliation at the Step 1 location:

Title IA allocation was \$100,000 plus Title IIA transfer of \$100.

1. Indicates actual expenditures reported in the NCLB Performance Report \$41,977.
2. Indicates the Carryover budget amount from the Continued and New Carryover Projects \$58,123.
3. Indicates the remaining funds requiring invoicing to reconcile the Performance Report expenditures with the NCLB Application budget line in the Grant Reimbursement System. For example: This is done by taking the Grant Reimbursement Balance (\$75,000) less the carryover budget amount (\$58,123). The SAU now has \$16,877 remaining to invoice against the NCLB Application budget line.

STEP 2 – Finish Invoicing for Application Budget Line of Reported Expenditures in Performance Report

HOME INVOICE MENU SY15-6 INVOICES SY14-5 INVOICES SY13-4 INVOICES SY12-3 INVOICES GUIDANCE
LOG OUT

FEDERAL GRANT REIMBURSEMENT INVOICE

Name of Agency	Pine RSU	Name of Project	Title I Grants To Local Education Agencies											
Address	US Route 1A	Billing Date	06/16/2015											
City, State, Zip	PValley, ME 12345	Billing Period	From	▼	/	▼	/	▼	To	▼	/	▼	/	▼
Phone Number	207-555-5556	AdvantageMe (VC) Number	PRSU1111007											
Project Sponsor		Invoice/Statement Number:				2 Tracking ID: 3447								
Maine Department of Education		Advantage ME GASA#				TitleAPineRSUFY15								
ATTN: Rachelle Tome		Agreement/Encumbrance Number:				TitleAPineRSUFY15								
23 State House Station		Accounting Number:				13-05A-3107-13-6306-3107CDG-2014								
Augusta, Maine 04333-0023		Agreement Start Date: 07/01/2014				End Date: 09/30/2015								

Select type of funds requested Reimbursement Other

Enter amount requested below. (Note - No dollar signs "\$" no commas ",")

FY15 Award \$100,000.00

	1000, 2000 Salaries & Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	7000 Equipment	7300 Capital Equipment	8000 Other	Total
Actual expenditures from PR	\$18,604.00	\$0.00	\$100.00	\$21,897.00	\$0.00	\$1,376.00	\$0.00	\$41,977.00
Previous Invoice Totals	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Remaining Application Funds to be Invoiced	\$-6,396.00	\$0.00	\$100.00	\$21,897.00	\$0.00	\$1,376.00	\$0.00	\$16,977.00
Total of Additional Invoices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Available Application Funds	\$-6,396.00	\$0.00	\$100.00	\$21,897.00	\$0.00	\$1,376.00	\$0.00	\$16,977.00
Funds Invoiced	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Remaining Application Funds Balance	\$-6,396.00	\$0.00	\$100.00	\$21,897.00	\$0.00	\$1,376.00	\$0.00	\$16,977.00

Post Update

STEP 2:

This invoice reconciles the remaining grant balance against the application budget for expenditures reported in the NCLB Performance Report.

- Actual Expenditures from Performance Report = \$41,977
- Previous Invoice Totals = \$25,000
- Remaining Application Funds to be Invoiced:
 $\$41,977 - \$25,000 = \$16,977$ [which includes the \$100 Title IIA transfer]

STEP 3: Invoicing for Carryover Funds against the Performance Report Carryover Budget

HOME INVOICE MENU SY15-6 INVOICES SY14-5 INVOICES SY13-4 INVOICES SY12-3 INVOICES GUIDANCE
LOG OUT

FEDERAL GRANT REIMBURSEMENT INVOICE

Name of Agency	Pine RSU	Name of Project	Title I Grants To Local Education Agencies					
Address	US Route 1A	Billing Date	06/16/2015					
City, State, Zip	PValley, ME 12345	Billing Period	From	/	/	To	/	/
Phone Number	207-555-5556	AdvantageMe (VC) Number	PRSU1111007					
Project Sponsor	Invoice/Statement Number:		2 Tracking ID: 3448					
Maine Department of Education	Advantage ME GASA#		TitleIAPineRSUFY15					
ATTN: Rachelle Tome	Agreement/Encumbrance Number:		TitleIAPineRSUFY15					
23 State House Station	Accounting Number:		13-05A-3107-13-6306-3107CDG-2014					
Augusta, Maine 04333-0023	Agreement Start Date: 07/01/2014		End Date: 09/30/2015					

Select type of funds requested Reimbursement Other

Enter amount requested below. (Note - No dollar signs "\$" no commas ",")

FY15 Award Amount: \$100,000.00

	1000, 2000 Salaries & Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	7000 Equipment	7300 Capital Equipment	8000 Other	Total
PR Carry-over (C/O) Budget	\$49,423.00	\$0.00	\$1,300.00	\$1,900.00	\$500.00	\$5,000.00	\$0.00	\$58,123.00
Previous Invoice Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Available C/O Funds	\$49,423.00	\$0.00	\$1,300.00	\$1,900.00	\$500.00	\$5,000.00	\$0.00	\$58,123.00
Funds Invoiced	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Remaining Carryover Balance	\$49,423.00	\$0.00	\$1,300.00	\$1,900.00	\$500.00	\$5,000.00	\$0.00	\$58,123.00

Post Update

STEP 3

This invoice reflects the summary of the carryover project budget lines.

- Carryover amount and approved budget of \$58,123 as reflected in the current carryover project budgets.
- No previous carryover invoices at this time = \$0
- Available Carryover Funds = \$58,123
- Funds Invoiced: Expenditures should now be correlating to the budget categories as this information is taken from the NCLB Performance Report of the continued and new carryover projects.
- Remaining Carryover Balance...

STEP 4: Title IIA Transfer

HOME INVOICE MENU SY15-6 INVOICES SY14-5 INVOICES SY13-4 INVOICES SY12-3 INVOICES GUIDANCE
LOG OUT

FEDERAL GRANT REIMBURSEMENT INVOICE

Name of Agency	Pine RSU	Name of Project	Title II, Part A, Teacher And Principal Training And Recruiting Fund Invoice is for funds transferred to Title IA		
Address	US Route 1A	Billing Date	06/16/2015		
City, State, Zip	PValley, ME 12345	Billing Period	From	/	To
Phone Number	207-555-5556	AdvantageMe (VC) Number	PRSU1111007		

Project Sponsor	Invoice/Statement Number:	1	Tracking ID: 0
Maine Department of Education	Advantage ME GASA#	TitleIAPineRSUFY15	
ATTN: Rachelle Tome	Agreement/Encumbrance Number:	TitleIAPineRSUFY15	
23 State House Station	Accounting Number:	13-05A-3042-11-6306-3042ITG	
Augusta, Maine 04333-0023	Agreement Start Date: 07/01/2014	End Date: 09/30/2015	

Select type of funds requested Reimbursement Other

Enter amount requested below. (Note - No dollar signs "\$" no commas ",")

Transfer to Title IA from Title IIA \$100.00

	1000, 2000 Salaries & Benefits	3000 Contracts	5000 Travel	6000 Supp/Books	7000 Equipment	7300 Capital Equipment	8000 Other	Total
Application Budget	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Funds Invoiced	0	0	0	0	0	0	0	0
Remaining Balance	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

Post Update

STEP 4

- This is a transfer from the Original Application which can now be invoiced for expenditures against a carryover project budget.
- If you transferred Title IIA to Title I and invoiced prior to Performance Report closeout, this invoice screen will not be applicable.
- It is always best to use the Title IIA Transfer funds first before requesting reimbursement of Title IA funds so it doesn't get involved in the Carryover Process.

Title IIA Carryover Transfers

- The Title IIA carryover transfer line will be created as a separate invoice line and use the Performance Report carryover budget line.

TIPS TO ENSURE SMOOTH TRANSITION

- Ensure timely submission of the Performance Report and invoicing.
- The Business Manager and NCLB Coordinator should collaborate on submission of the Performance Report and invoicing.

• QUESTIONS