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September 4, 2018

REVISED GUIDANCE MEMORANDUM #18-15

TO: School District Superintendents, Charter School Executives,
and all other NDE Grant Subrecipients

FROM: Steve Canavero, Ph.D.

Superintendent of Public Instruction 

SUBJECT: The Nevada Department of Education (NDE) Consolidated Federal
(Title I- A, Title I-C, Title I-D subparts 1 &2, Title II-A, Title III-A,
Title III- Immigrant) and State Grant Timelines Clarification¹

The Nevada Department of Education Grants, Fiscal, and Program Offices must ensure that Federal grant funds are administered in accordance to applicable Federal and State laws and regulations.

Goal 6 of the Nevada State Board of Education is, "Efficient and effective use of public funds to achieve the highest return on educational investment." To help meet this goal, NDE is focusing on establishing an improved reconciliation process and establish a goal of zero reversion of state and federal funding.

A part of this process is to set clear timelines for LEA's and SEA to adhere by in order to tighten fiscal process both at the state and local level. The reconciliation process serves as a control to ensure the appropriateness, accuracy, and auditability of all approved transactions allowed by the terms of the initial grant award. Due dates and deadlines are set by the USDE and the NDE to support LEAs in maintaining fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.¹

¹ This guidance memo supersedes any previous NDE guidance on this topic and will be remain in effect until December 31, 2019 or until further notice from NDE

Benefits

- Uniform data reporting methods
- Ensuring data integrity
- Ongoing fiscal reporting that is benchmarked and accurate
- Limit the prevalence of reactive actions
- Provide opportunities to address errors and discrepancies in a timely fashion

Nevada Department of Education regulations require that subrecipients shall “*Hold to the provisions established by the state agency which governs the funds and program*” (assurances).

[State Assurances](#)

[Federal Assurances](#)

Both state and federal assurances currently include the same reconciliation frequencies:
“Monthly requests for reimbursements are due to the NDE by the 15th of the month for the previous month of services.”

To comply with the assurances, NDE will establish and enforce timelines to adhere to the monthly requests beginning in FY 20. In the interim, *the NDE has determined FY 18 and 19 due dates with the flexibility of quarterly due dates.*

Please reference the tables below:

One clarifies the timelines for **state grants** and the other for grants that comprise the federal Consolidated application.

***NOTE:**

Districts may choose to follow the state fiscal year for both state and consolidated grants or follow the 15-month grant period found in table two. Additionally districts have the option to submit request for funds either monthly or quarterly. Please reference the two tables for specific due dates.

The NDE is committed to providing support and assistance to LEAs for the effective administration of our Federal Grant Programs. Please feel free to contact Andrea Osborne (Fiscal Support Unit), Stefani Hogan or James Kirkpatrick (Grants Management Unit), or the applicable Consolidated Federal Grants Director should you have any questions or need further clarification.

FY18 & FY19 State and Consolidated Federal Timeline Determinations

STATE Fiscal Year

State Grant Reporting Period: July 1st - June 30th

FY18 Activities that may still need to be completed during FY19

Event	Grant Reporting Period	Due Date
FY18 State Stale Claim Process Begins	Any expenditures obligated on or before June 30th that were not submitted by the August 10, 2018 deadline	Stale Claim process begins August 11, 2018
FY18 Close Final Financial Report (FFR) Due	July 1, 2017-June 30, 2018	August 15, 2018

FY19 State Grant Activities

Event	Grant Reporting Period	Due Date
FY19 1st Quarter Reporting Period Request for Funds (RFF) Due	July 1, 2018-September 30, 2018	If LEA chooses to submit: (1) Monthly RFFs: Aug 30, Sept 30, Oct 31; (2) Quarterly RFFs: October 31, 2018.
FY19 2nd Quarter Reporting Period Request for Funds (RFF) Due	October 1, 2018-December 31, 2018	If LEA chooses to submit: (1) Monthly RFFs: Nov 30, Dec 31, Jan 31; (2) Quarterly RFFs: January 31, 2019.
FY19 3rd Quarter Reporting Period Request for Funds (RFF) Due	January 1, 2019-March 31, 2019	If LEA chooses to submit: (1) Monthly RFFs: Feb 30, Mar 31, Apr 30; (2) Quarterly RFFs: April 30, 2019.
FY19 4th Quarter Reporting Period Request for Funds (RFF) Due	April 1, 2019-June 30, 2019	If LEA chooses to submit: (1) Monthly RFFs: May 31, Jun 30, Aug 10; (2) Quarterly RFFs: August 10, 2019.
FY19 State Stale Claim Process Begins	Any expenditures obligated on or before June 30th that were not submitted by the August 10, 2019 deadline	Stale Claim process begins August 11, 2019
FY19 Close Final Financial Report (FFR) Due	July 1, 2018-June 30, 2019	August 15, 2019

CONSOLODATED FEDERAL Fiscal Year

Consolidated Federal Grant Reporting Period: July 1st -September 30th

FY18 Activities that may still need to be completed during FY19

Event	Grant Reporting Period	Due Date
FY18 5th Quarter Request for Funds (RFF) Due	July 1, 2018-September 30, 2018	October 31, 2018
FY18 Close Final Financial Report (FFR) Due	July 1, 2017-September 30, 2018	November 15, 2018
FY18 NDE Carryover Determination	July 1, 2017-September 30, 2018	15 days of FFR submission or December 1

FY19 Consolidated Federal Grant Activities

Event	Grant Reporting Period	Due Date
FY19 Consolidated FY19 Application Due for Full NDE Approval	July 1, 2018-September 30, 2018	Absolutely no later than September 4, 2018
FY19 1st Quarter Reporting Period Request for Funds (RFF) Due	July 1, 2018-September 30, 2018	If LEA chooses to submit: (1) Monthly RFFs: Aug 31, Sept 30, Oct 31; (2) Quarterly RFFs: October 31, 2018.
FY19 2nd Quarter Reporting Period Request for Funds (RFF) Due	October 1, 2018-December 31, 2018	If LEA chooses to submit: (1) Monthly RFFs: Nov 30, Dec 31, Jan 31; (2) Quarterly RFFs: January 31, 2019.
FY19 3rd Quarter Reporting Period Request for Funds (RFF) Due	January 1, 2019-March 31, 2019	If LEA chooses to submit: (1) Monthly RFFs: Feb 30, Mar 31, Apr 30; (2) Quarterly RFFs: April 30, 2019.
FY19 4th Quarter Reporting Period Request for Funds (RFF) Due	April 1, 2019-June 30, 2019	If LEA chooses to submit: (1) Monthly RFFs: May 31, Jun 30, Aug 10; (2) Quarterly RFFs: August 10, 2019.
FY19 State Stale Claim Process Begins	Any expenditures obligated on or before June 30th that were not previously submitted	August 11, 2019 ¹
FY19 5th Quarter Request for Funds (RFF) Due ¹	July 1, 2019-September 30, 2019	If LEA chooses to submit: (1) Monthly RFFs: Aug 31, Sept 30, Oct 31 ¹ (2) Quarterly RFFs: October 31 ¹ .
FY19 Close Final Financial Report (FFR) Due	July 1, 2017-June 30, 2018	November 15, 2019 ¹
FY19 NDE Carryover Determination	July 1, 2018-September 30, 2019 ¹	15 days of FFR submission or December 1 ¹