

**MEMORANDUM**

**To:** LEA Superintendents  
LEA Title Program Administrators  
LEA Business Managers

**From:** Nathan Williamson, Director of Title Grants & Support

**Date:** November 13, 2020

**RE:** Encumbrance and Liquidation Deadlines for Federal Funds

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The Indiana Department of Education (IDOE) is reminding LEAs of the encumbrance (activities occurring and obligated within financial systems) and the liquidation (payout for activities) deadlines. Since the project periods of most federal grants overlap, please be sure to attend to the specific grant and year for the tables below.

2020 Title I-A  
2020 1003a School Improvement Grant  
2020 Title I, Delinquent  
FFY2019 (FY2020) Title II-A  
FFY2019 (FY2020) Title III  
FFY2019 (FY2020) Title IV-A

In response to the Coronavirus pandemic, timelines and carry over limits have been extended and waived for current grant cycles as shown in the tables below. Due to these changes, the completion of the Final Expenditure Report (FER) will be slightly different this year.

<p align="center"><b>2020 Title I-A 1003a School Improvement Grant</b></p>	<p align="center"><b>2020 Title I Delinquent</b></p>	<p align="center"><b>FFY2018 (FY2019) Title II-A, Title III, Title IV-A</b></p>
<p align="center"><b>Submit FER in the Title I App Center by 12/15/2020.</b></p>	<p align="center"><b>Submit FER in the Title I App Center by 12/15/2020.</b></p>	<p align="center"><b>Submit FER as listed by 12/15/2020: Title IIA: <a href="mailto:t2a@doe.in.gov">t2a@doe.in.gov</a> Title III: <a href="#">JotForm</a> Title IV: <a href="#">FFY2018</a></b></p>
<p align="center"><b>Include all encumbered and liquidated dollars as of the date FER is submitted.</b></p>	<p align="center"><b>Include all encumbered and liquidated dollars as of the date FER is submitted.</b></p>	<p align="center"><b>Include all encumbered and liquidated dollars as of the date FER is submitted.</b></p>
<p align="center"><b>Once submitted:</b></p> <ol style="list-style-type: none"> <li><b>Discontinue encumbering against 2020 grant.</b></li> <li><b>“Close” books for 2020 grant.</b></li> <li><b>Use 2021 grant for continuing funds.</b></li> </ol>	<p align="center"><b>Once submitted:</b></p> <ol style="list-style-type: none"> <li><b>Discontinue encumbering against 2020 grant.</b></li> <li><b>“Close” books for 2020 grant.</b></li> <li><b>Use 2021 grant for continuing funds.</b></li> </ol>	<p align="center"><b>Once submitted:</b></p> <ol style="list-style-type: none"> <li><b>Discontinue encumbering against FFY2018 (FY2019) grant.</b></li> <li><b>“Close” books for FFY18 (FY2019) grant.</b></li> </ol>
<ul style="list-style-type: none"> <li><b>FER Approved.</b></li> <li><b>Carryover transferred to 2021 Application.</b></li> <li><b>Notified funds available.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>FER Approved.</b></li> <li><b>Carryover transferred to 2021 Application.</b></li> <li><b>Notified funds available.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>FER Approved.</b></li> <li><b>Remaining funds rolled over to FFY2019 (FY2020) Grant.</b></li> <li><b>Notified funds available.</b></li> </ul>

The encumbrance and liquidation deadlines for these grants are as follows:

<b>Grant</b>	<b>Encumbrance Deadline</b> activities occurred; materials ordered	<b>Reimbursement Deadline</b> funding liquidated and requested from IDOE
<b>2020 Title I-A*</b>	9/30/2021	12/15/2021
<b>2020 1003 School Improvement Grant</b>	Please see contract for competitive implementation grants. <i>(Note, the formula implementation funds provided to CSI schools in March 2019 is valid through 9/30/21 and 12/15/21)</i>	Please see contract for competitive implementation grants. <i>(Note, the formula implementation funds provided to CSI schools in March 2019 is valid through 9/30/21 and 12/15/21)</i>
<b>2020 Title I, Delinquent</b>	9/30/2021	12/15/2021
<b>FFY2019 (FY2020) Title III</b>	9/30/2021	12/15/2021
<b>FFY2019 (FY2020) Title II-A, IV-A</b>	9/30/2021	12/15/2021

*\*The ability to carry over Title I funding is not limited to the usual 15%; the 15% limit has been waived due to COVID-19. 100% of carry over funds will be placed into the 2021 grant. Even though LEAs have until 12/15/21 to request reimbursement from Title I, A 2019-2020, LEAs are encouraged to submit for full reimbursement and file the final expenditure report as soon as possible to allow for carryover dollars to become available to budget in the Title I, 2020-2021 grant.*

For subsequent year funding, the encumbrance and liquidation deadlines for these grants are as follows:

<b>Grant</b>	<b>Encumbrance Deadline</b> activities occurred; materials ordered	<b>Reimbursement Deadline</b> funding liquidated and requested from IDOE
<b>2021 Title I-A</b>	9/30/21	12/15/21
<b>2021 1003 School Improvement Grant</b>	Visit <a href="http://www.doe.in.gov/grants">www.doe.in.gov/grants</a> and then click on SIG. Competitive implementation grants and reallocated formula dollars were awarded to LEAs with CSI schools in October 2020, with an encumbrance deadline of 9/30/22 and liquidation of 12/15/22.	
<b>2021 Title I, Delinquent</b>	9/30/21	12/15/21
<b>FFY2020 (FY2021) Title III</b>	9/30/21	12/15/21
<b>FFY2020 (FY2021) Title II-A, IV-A</b>	9/30/22	12/15/22

A master spreadsheet of eligibility, dates, equitable service requirements, and resources can be found in the [Federal Grants: Side by Side](#). If you have any questions, please reach out to your assigned specialist, by grant, which can be found by LEA at [www.doe.in.gov/grants](http://www.doe.in.gov/grants).

Best,

Nathan Williamson  
Director of Title Grants and Support