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Bureau of Special Education FY'11 Memo #23

Date: April 5, 2011

To: Superintendents of Schools
Directors of Special Education

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: Allocating and Spending of Special Education ARRA Funds

The Bureau of Special Education is offering guidance regarding the allocating and spending of the special education ARRA funds. This is a reminder to all districts that special education ARRA funds must be allocated and obligated by September 30, 2011.

By allocating the special education ARRA funds by September 30, 2011, districts must identify in their ARRA grants how the money will be spent. Districts must spend the funds and complete all activities by September 30, 2011. This means you must identify, prior to September 30, 2011, how you will spend the money; all activities must be completed by September 30, 2011.

By obligating the special education ARRA funds by September 30, 2011, the district must have a purchase order and the activity completed.

An example of this process:

A district is going to fund a speaker on "Understanding Special Education for all Educators" for a one day conference. This activity is identified in the on-line grant management by September 30, 2011. This conference is to be held on or before September 30, 2011. The request for payment to the NHDOE is made during the period October 1st and December 30th, 2011.

This example meets the timeline for allocation and obligation by September 30, 2011.

The NHDOE would encourage LEAs to allocate and complete activities as early as possible. The NHDOE encourages the LEAs to spend these ARRA funds early, since after September 30, 2011, the LEA will not have the ability to reallocate any unused funds and the funds will be returned to the U.S. Department of Education. Please ensure that you have requested the total amount of your ARRA grant.

The NHDOE is recommending that any activity that is funded with 2010-2011 funding be changed to ARRA. This will assure all ARRA funds are expended before December 30, 2011. The carry forward of 2010-2011 funds must be spent by June 30, 2012.

Please feel free to contact your assigned Bureau Consultant who will be able to assist you in the ARRA grant process.