



**Frequently Asked Questions**  
**Consolidated Federal and State Grant**  
**Application**  
**(CFSGA)**

1. Our district has already received preliminary approval and funds can be accessed in the Grant Reimbursement Application. Do we need to modify and re-submit the CFSGA again?
2. Our district has not received preliminary approval yet and the current year funds cannot be accessed in the Grant Reimbursement Application (GRA). What happened and what should we do?
3. We addressed all previously posted comments and re-submitted the preliminary CFSGA several days/months ago. Do we need to go back and modify the final CFSGA?
4. I have just clicked “submit”. How can I make sure my district’s CFSGA was successfully submitted?
5. Our district has not received preliminary approval yet. We are trying to follow up on all comments previously published by SDE that were not addressed in the past. Do we still need to address a carryover comment?
6. I am a new Federal Programs Director. What is the CFSGA? How can I ensure that Federal funds are received and liquidated in a timely manner?
7. I am getting a budget error message when I try to click the submit button. What should I do?

1. **Our district has already received preliminary approval and funds can be accessed in the Grant Reimbursement Application. Do we need to modify and re-submit the CFSGA again?**

**Answer:** Yes. Final allocations replace the preliminary allocations. Changes are reflected in both applications: CFSGA and the Grant Reimbursement Application (GRA). A district's budget report for each Federal program must align to the CFSGA budget total and also by school.

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2. **Our district has not received preliminary approval yet and the current year funds cannot be accessed in the Grant Reimbursement Application (GRA). What happened and what should we do?**

**Answer:** It means that after the original submission date, the district's CFSGA application was not re-submitted or not ALL comments were addressed. Please use this chart ([click here](#)) to review the Consolidated Federal State Grant Application approval process.

**What should we do?**

**Answer:** Please address all preliminary comments at your earliest convenience and:

- a) Balance the budgets to reflect changes
- b) Don't forget to save (each tab) and click "submit"
- c) Note: Only re-submit when all comments are addressed

When all plans are approved, Federal final allocations will be uploaded to the GRA and an official award letter will be issued.

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3. **We addressed all previously posted comments and re-submitted the preliminary CFSGA several days/months ago. Do we need to go back and modify the final CFSGA?**

**Answer:** Yes. If all comments have been addressed, please modify budgets for each plan to reflect changes and re-submit the current year CFSGA to avoid delays in the process.

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4. **I have just clicked “submit”. How can I make sure my district’s CFSGA was successfully submitted?**

**Answer:** Once the application is re-submitted you should see this message (left option under your district’s name) “**This application has been submitted and is locked**”. It means you have successfully submitted your application.



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5. **Our district has not received preliminary approval yet. We are trying to follow up on all comments previously published by SDE that were not addressed in the past. Do we still need to address a carryover comment?**

**Answer:** Yes. SDE does not know your carryover amount. The carryover amount is an “unspent/ unobligated” balance as of 9/30/XX. Please see the carryover clarification ([click here](#)) and obligation examples ([click here](#)).

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6. **I am a new Federal Programs Director. What is the CFSGA? How can I ensure that Federal funds are received and liquidated in a timely manner?**

**Answer:** Please use this chart ([click here](#)) to review the Consolidated Federal State Grant Application Approval Process. In order to modify the CFSGA, you must have a “Consolidated Federal & State role” assigned to you by the district’s Superintendent or Tech Director within the ISEE portal. Please be sure that you have the appropriate access to begin working in the CFSGA.

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**7. I am getting a budget error message when I try to click the submit button. What should I do?**

**Answer:** Districts’ allocations are prepopulated by the CFSGA. The final allocation amount replaces the preliminary allocation amount. The final change may vary up to 10% from the preliminary amount. In order to clear the error message, districts will have to adjust the amounts in these two tabs: *Allocation to Schools* and *Title I-A Budget*. Please note that ALL comments published by SDE in the comment section have to be addressed.

[Allocation to Schools Tab Example](#)

[Title I-A Budget Tab Example](#)

**Allocation to Schools tab**

Please adjust the actual school(s) allocation to reflect changes

School	# Low Income Students / # Children in Attendance Area	School Eligibility / Type of Program / School Improvement Status	Total PPA	Allocation	Total School Allocation	Allocation Required for Professional Development for Rapid Improvement and Turnaround schools
Name: (0820) Grades: PK,K,G,1,2,3,4,5,6,7,8,EC	Low Income Students: 14 Children in Attendance Area: 100 % Low Income: 14.00 %	School Eligibility: Eligible Program Type: Schoolwide School Improvement: AM	\$752	Type: Title I-A Min Allocation: \$11,183 Actual Allocation: \$10,534	\$10,534	\$0

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## Title I-A Budget Tab

- Title I-A Error: Total budgeted amount (\$10,561) is not equal to total Allocation amount (\$11,183)

Please adjust actual budget to reflect changes.

Allocation for 2014-2015	\$11,183
Carry-over From Previous Year	\$0
Re-allocation from 2013-2014	\$0
<b>Total Allocation</b>	<b>\$11,183</b>

Obj. Code	Description	Regular Term	Summer Term
100	Salaries	Amount: \$10,534 Description: This amount pays for approx. 50% of the salary	Amount: \$0 Description:
200	Employee Benefits	Amount: \$0 Description: we are not allocated enough to cover benefit..	Amount: \$0 Description:
400	Supplies and Materials	Amount: \$27 Description: provide nutritional supplement to homeless	Amount: \$0 Description:
500	Capital Objects	Amount: \$0 Description:	Amount: \$0 Description:
800	Indirect Cost Rate: %	Amount: \$0 Description:	Amount: \$0 Description:
<b>Totals</b>		<b>\$10,561</b>	<b>\$0</b>
		Amount: \$0	Amount: \$0

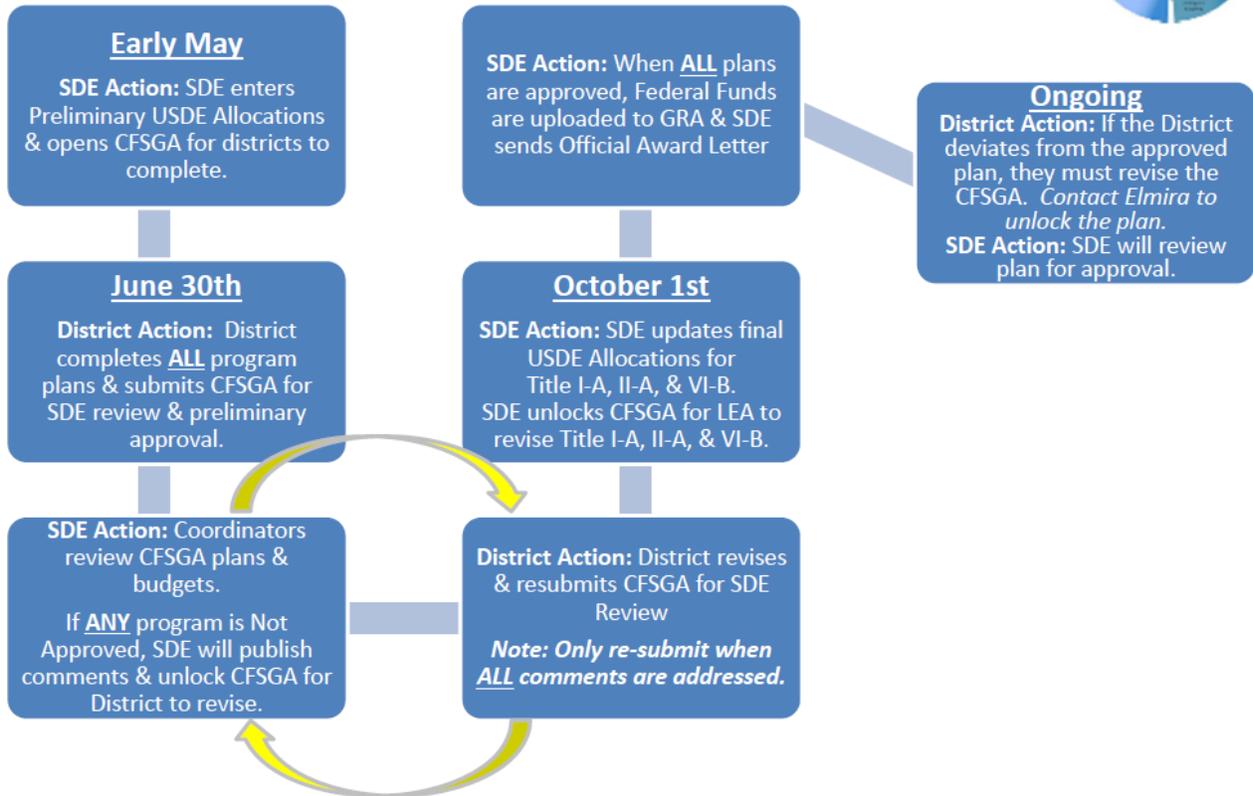
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# Idaho State Department of Education

## Consolidated Federal State Grant Application (CFSGA) Approval Process



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# CARRYOVER

## Introduction

Under section 421(b) of the General Education Provisions Act (GEPA), LEAs and SEAs must **obligate** funds during the 27 months extending from July 1 of the fiscal year for which the funds were appropriated through September 30 of the second succeeding fiscal year. This maximum period includes a 15-month period of initial availability plus a 12-month period for carryover. However, section 1127(a) of Title I of the ESEA limits the amount of Title I, Part A funds an LEA may carry over from one fiscal year's allocation to not more than 15 percent of the total Title I, Part A funds allocated to the LEA for that fiscal year.

The following illustrates how the 27-month availability for Title I, Part A funds and the carryover limitation would operate for an LEA that receives an allocation under the FY 2013 appropriation.

### Federal FY 2013 Appropriation

**(Title I, Part A Funds Allocated to the LEA from Funds Made Available on July 1, 2013  
Total \$1,500,000)**

Total allocation	\$1,500,000
Minimum amount LEA must obligate between July 1, 2013 – September 30, 2014 to avoid excess carryover (85 percent of total appropriation)	\$1,275,000
Amount LEA may carryover and obligate during October 1, 2014– September 30, 2015 (carryover period provided under section 421(b) of GEPA)	\$225,000

During the first 15 months that an LEA's Title I, Part A funds are available, the LEA must, by September 30, 2014, obligate at least \$1,275,000 (85 percent) of the total allocation to it. The LEA may carry over a maximum of \$225,000 (15 percent) into the next fiscal year and must obligate those funds by September 30, 2015. Any funds that remain **unobligated** after that date revert to the U.S. Treasury.

It is important to understand that “**obligated**” does not necessarily mean “**spent**”.

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## Obligation of Federal Funds

It is important to understand that “**obligated**” doesn’t necessarily mean “**spent**”.

**Obligation** occurs when the agency or an LEA has entered into a binding commitment to pay out money, such as entering into a contract to pay for supplies or services.

### Obligation Examples

*EDGAR 34 CFR part 76.707*

[http://www.ecfr.gov/cgi-bin/text-idx?SID=393301a7cdcca1ea71f18aae51824e7&node=34:1.1.1.1.23&rgn=div5#se34.1.76\\_1707](http://www.ecfr.gov/cgi-bin/text-idx?SID=393301a7cdcca1ea71f18aae51824e7&node=34:1.1.1.1.23&rgn=div5#se34.1.76_1707)

<b>If the obligation is for-</b>	<b>The obligation is made-</b>
Salaries and Benefits of the subgrantee’s employee	When the services are performed
Personal services by a contractor who is not an employee of the subgrantee	On the date on which the subgrantee makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the subgrantee makes a binding written commitment to obtain the work
Travel	When the travel is taken
Rental of real or personal property	When the subgrantee uses the property

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