

School Business Services

North Carolina Department of Public Instruction



January 5, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

New Funding Opportunity for Asbestos and Lead-Based Paint Activities – Upcoming Webinar for All PSUs

The NC DHHS Health Hazards Control Unit (HHCU) is providing a presentation regarding the American Rescue Plan Act (ARPA) Reimbursement Program for NC Public Schools and Charter Schools on **Wednesday, January 10th at 10:00 am**. Under the ARPA Reimbursement Program public schools can be reimbursed up to two-thirds for eligible expenses related to asbestos or lead-based paint abatement or remediation activities. Funding for reimbursement will be available until December 31, 2026, or until it is depleted, whichever comes first.

Finance Officers and Directors, please be on the lookout for the webinar invite and forward it to Maintenance Directors and other personnel involved in asbestos or lead-based paint abatement or remediation activities. Please plan to join us for this meeting, and visit the program's website at <https://www.ncdhhs.gov/divisions/public-health/asbestos-and-lead-based-paint-reimbursement-program-arpa>.

Legislated Survey for Federal Use of Funds – All PSUs

The Survey for Federal Use of Funds has opened and will close on **Friday, January 19, 2024, at 11:59 p.m.** This mandatory reporting, per [Session Law 2021-3 Section 1.8.](#), requires all public school units (PSUs) to submit quarterly reports to the Department of Public Instruction on the use of specific COVID funds. The surveys sent are in accordance with this legislation and to facilitate the compilation of more than 300 submissions. We are collecting data for **PRCs 171 through 178**. The survey structure and questions remain the same as in the previous collection.

Do not include any other PRCs except those listed.

Do you have more than 20 positions to submit?

PSUs with 20+ positions should submit the "[Established Positions](#)" survey via **email** using the Excel spreadsheet attached to the communication sent today, Friday, January 5th, 2024 at 8am. **Only PSUs with more than 20 positions may use the Excel form.**

You must submit the survey "[Expenditures and Use of Funds](#)" online even if you are submitting the position details via email. Follow the file's instructions carefully (refer to the Excel file tab "instructions") – you must change the file name to indicate your PSU number and when sending the survey. Your email subject line must include the file name with your PSU number. Do not change or modify the design of the Excel file by inserting or deleting columns or changing the format, otherwise your submission may be delayed or not accepted. The completed Excel file must be submitted via email to Corey.Terry@dpi.nc.gov. You may also use the links below to access the survey.

Expenditures and Use of Funds: <https://forms.office.com/r/m5zDNKaKSn>

Established Positions: <https://forms.office.com/r/4LqGtVs6VK>

The submission is due to DPI on **Friday, January 19, 2024**. Please ensure that your PSU submits the required information by the deadline.

Paid Parental Leave Substitute Reimbursement – Independent Public Schools

The interactive Paid Parental Leave (PPL) Substitute Reimbursement Form is available in the "[What's New](#)" section on the FBS Website under the Paid Parental Leave segment. This section also contains a presentation, employee benefits manual updates and reimbursement procedure documents. A prerecorded webinar and the webinar materials are additional guidance resources created to assist IPSs with the substitute reimbursement submissions.

Please adhere to the submission dates to ensure timely allotment reimbursements in January and June. As a reminder, these are allotted with state funds that expire on June 30th. No funding is available to honor requests that are submitted past the final deadline as these reimbursements must be made in the same fiscal year.

<u>Beginning Submission Date</u>	<u>Ending Submission Date</u>	<u>Reimbursement Date</u>
Tuesday, January 2, 2024	Thursday, January 12,	Friday, January 26, 2024
Monday, May 20, 2024	2024 Friday, May 31, 2024	Monday, June 10, 2024

For policy questions, contact OCS at ocs@dpi.gov.

For allotment questions, contact Allotments@dpi.nc.gov.

Small County/Low Wealth Signing Bonus for Teachers (PRC 062) – LEAs Only

If you are an LEA that receives Small County (PRC 019) and/or Low-Wealth funding (PRC 031) you may be entitled to additional funds appropriated in [Session Law 2023-134 \(Section 7A.5\)](#). To prepare the allotment we require all eligible LEAs to complete the following survey:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_a44uQZmBgRNOGyi. The survey will ask your intent to participate in this program and the other pertinent information we need to prepare your allocations.

This program does require matching local funds. It also has additional stipulations in section 7A.5(c) that you should pay close attention to. Please complete this survey even if you do not intend to participate in this program. If you have any questions related to filling out this survey, please contact Quatia Snipes at quatia.snipes@dpi.nc.gov.

This survey will close on **January 19, 2024**, after which we will prepare the allotments based on the applications and within the budgeted funds provided. Our goal is to have these allocations out to the participating LEAs by the end of February.

State Deposit Inquiries – All PSUs

Please do not contact NC Department of State Treasurer with inquiries about deposits and withdrawals from their state accounts. These questions should be sent to Laura Greenwood (laura.greenwood@dpi.nc.gov) or Jessica Vaughan (jessica.vaughan@dpi.nc.gov) at FBS. Contact Roxane Bernard (roxane.bernard@dpi.nc.gov) and Tina Moore (tina.boyce@dpi.nc.gov) in SBS for other cash transaction assistance.

TA to Teacher Allotment Update – LEAs Only

Today (Friday, January 5th, 2024) the Office of Licensure and Educator Preparation is distributing materials and instructions to Human Resource Directors across the state to begin the data collection for the Teacher Assistant Tuition Reimbursement Program. Please be in communication with your HR Director colleagues about this program implementation.

From the School Insurance Section

2023 Unemployment Insurance - LEAs Only

Please remember all worksheets and 2023 Unemployment NCUI104B invoices are due **Monday, January 8, 2024** to Eileen Townsend at eileen.townsend@dpi.nc.gov.

PLEASE DO NOT OVERNIGHT YOUR CHECKS TO DPI. Payments due from LEAs for local, federal, and child nutrition should be mailed to:

Department of Public Instruction
Cash Collections
6336 Mail Service Center
Raleigh, NC 27699-6336

If you have not received your 2023 Unemployment invoice from DES, please contact tim.shepherd@commerce.nc.gov or anne.coomer@commerce.nc.gov.

Questions related to benefit charges should be addressed with michelle.sutton@commerce.nc.gov. Thank you for your attention to this important matter.

From the School Planning Section

January PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests – LEAs Only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **January 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

QUARTERLY REPORTS -- K-12 Facility Grants (SCIF Grants) – LEAs only

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports are due by **January 10, 2024** for the most recent fiscal quarter ending on December 31, 2023. Please submit reports using the form located on the Capital Funding page of the School Planning website: [SCIF Quarterly Report](#). Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Real Property Status Surveys	11/13/2023
PAST DUE	Financial Statement Audits	09/15/2023, 11/3/2023, and 12/01/2023
01/15/2024	Plasma Games Competitive Grant Opportunity	12/08/2023

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/05/2024	Needs-Based Public School Capital Fund Grant Application	10/13/2023 and 11/17/2023
01/08/2024	Unemployment Year End Tax Worksheets, Invoice, and Payment(s)	12/15/2023
01/17/2024	Restart Module	12/15/2023

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January 12, 2024

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No new items from SBS this week.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	Real Property Status Survey	11/13/2023
PAST DUE	Financial Statement Audits	9/15/2023, 11/03/2023, and 12/01/2023
01/15/2024	Plasma Games Competitive Grant Opportunity	12/08/2023
01/19/2024	Legislated Survey for Federal Use of Funds	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/17/2024	Restart Module	12/15/2023
01/19/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 062) Survey	01/05/2024
01/25/2024	PSBCF, PSBRRF, and NBPSCF Lottery Revenue for Capital Projects Monthly Distribution Requests	01/05/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
01/12/2024	Paid Parental Leave Substitute Reimbursement Form	01/05/2024

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January Principal Pay - LEAs only

Principal pay has been uploaded into the LICISAL System and is now available to LEAs.

Restart Transfers - LEAs Only

The Restart module required system changes to reflect the appropriate LEA average salaries for PRC 004/Program Enhancement Teachers. All requesting Restart LEAs should review their submitted entries for correctness and resubmit if needed. If your transfers include PRC 004, you will need to assess any calculated differences, make the necessary transfer amount adjustments, and resubmit. If you have yet to enter your Restart transfer determinations please enter them as soon as possible, the deadline was extended until **Monday, January 22, 2024, 5:00pm**. Additionally, please ensure to click the "Apply Changes" and "Submit" buttons where applicable so that your transfer requests are submitted properly after final reviews.

Bonus Allotment Adjustments (PRC 048) - All PSUs

An adjustment allotment is being processed for PRC 048/Principal and Other Teacher Performance Bonuses. The previously allotted bonuses (Revision #27) lacked the FICA portion of the AP/IB/AICE bonus. PSUs should be able to see their additional funding to cover FICA early next week.

For questions regarding these announcements, please contact Allotments@dpi.nc.gov.

From the Office of State Budget & Management

IRS Mileage Rates Increase

Effective January 1, 2024, the Internal Revenue Service (IRS) has established [new mileage rates](#) used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. The business standard rate for the use of a car (also vans, pickups or panel trucks) increased from 65.5 cents per mile to 67 cents per mile. Accordingly, and pursuant to G.S. 138-6(a)(1), OSBM will adjust the allowable rate of reimbursement for travel by officers and employees on official state business.

In 2022, the Travel Policies and Regulations section (5.2.13) of the State Budget Manual was updated to reflect **that unless otherwise specified, OSBM will adopt new IRS mileage rates effective January 1 of each calendar year**. In accordance with an agency's policies, a state employee shall be reimbursed at a rate that does not exceed the business standard mileage rate set forth by the IRS. Agencies are advised to visit the IRS website to confirm the annual mileage reimbursement rates on or before January 1 of each year.

Agencies can find additional information regarding IRS standard mileage rates on the [IRS website](#), [OSBM's website](#), or OSBM's Budget Manual [section 5, Travel Policies](#). If you have specific questions regarding these changes, please contact your OSBM Budget Execution Analyst.

From the Office of Systems Modernization

NCDIT Public School Unit & Local Government Unit Subscription Cost Recovery Billing

This message is to inform you about recent changes to public school unit and local government bills for services provided by the N.C. Department of Information Technology. **Beginning with Dec. 15, 2023, invoices, all local government and school system customers now pay a subscription fee, in addition to the service rate to ensure NCDIT recovers its costs as required by law.** Subscription cost is the base charge to customers who use NCDIT as a service provider. This charge is to cover the customer's pro-rated share of NCDIT operating expenses.

The monthly subscription charge you are now seeing on your bill is for the 2023-2024 fiscal year and represents the annual total for this fiscal year divided by 7 months to account for the state budget being approved in October.

NCDIT calculated subscription charges for the 2023-2024 fiscal year for each customer based on their use of IT services (e.g. use of the CICS Mainframe "Region F" MSA Cash Management/Cash Request System) in FY 2022 and nine months of FY 2023.

After determining the average for each customer, NCDIT calculates each customer's percentage of the total. The percentage is then applied to the total subscription budget for the year to determine the amount an individual public school unit or local government is billed.

[See message that was sent out from DIT here.](#)

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
01/19/2024	Legislated Survey for Federal Use of Funds	01/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
01/19/2024	Small County/Low Wealth Signing Bonus for Teachers (PRC 062) Survey	01/05/2024
01/22/2024	Restart Module	12/15/2023

01/25/2024	PSBCF, PSBRRF, and NBPSCF Lottery Revenue for Capital Projects Monthly Distribution Requests	01/05/2024
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School Business Services

North Carolina Department of Public Instruction



January 26, 2024

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FY24 Federal Initial Allotment Summary (Various PRCs) - All PSUs

A summary workbook of the calculated Federal Initial Allotments has been posted online under the What's New section. The amounts listed are typically allotted within 10 business days of an approval received from the Federal Program or Consultant. As a reminder, funds that have already been allotted can be viewed on the public [Allotment data website](#).

Additionally, effective fiscal year 2023-24, the Economic Disadvantage Students (EDS) Free Lunch Data was used for Federal Initial Allotments and a shift in allotment trend may be seen as a result.

Restart Transfers - LEAs Only

All submitted Restart Transfers should be visible in the Allotment System by Tuesday, January 30, 2024.

For questions regarding these announcements, please contact Allotments@dpi.nc.gov.

Improper Payment Review: IDEA & ESF - All PSUs

This year's U.S. Department of Education (USED) Improper Payment Review studies have started. North Carolina has been selected to participate in the IDEA and Education Stabilization Funds (ESF) studies. USED will be requesting NC DPI to collect documentation used to validate payments for a sample of transactions from various PSUs. Each sample item selected represents a cash draw down and the entire amount must be substantiated.

We expect to receive a list of the sample items for the reviews in February. PSUs selected will be notified of the date that they need to provide supporting documentation. Note there will be a tight timeline for this type of review. PSUs selected must submit a reconciliation of all payments and cash zero outs, if applicable, that make up the amount noted in the cash draw identified. We will publish the expected dates for both studies as soon as the dates are shared.

For questions contact Shirley McFadden at shirley.mcfadden@dpi.nc.gov.

Reminders Concerning ESSER Funds Used for Construction - All PSUs

- Construction Projects require a Certificate of Review prior to beginning construction from [DPI School Planning](#) – **Applicable to LEA's Only**. Please consider the lead time for the review by School Planning, which is currently 8 weeks.
- ESSER III (PRC 181) projects need to be scheduled with an intention to be complete by the end of the period of performance. The liquidation period expires on December 29, 2024. There will be an opportunity to request an extended liquidation; however, there is no guarantee that extensions will be available or granted.
- Construction work at schools using Federal Funds must comply with Federal regulations including Davis-Bacon wage requirements. For more information please see [the ESSER and GEER FAQ](#) and the information on [construction in the DPI Website](#).
 - Davis-Bacon wages must be paid for any construction related work paid for with Federal Funds.
 - The Davis-Bacon requirement applies to construction, alteration, and or repair of public buildings including painting and decorating (29 CFR 5) over \$2,000.00.
 - Examples of types of work that required Davis-Bacon includes work over \$2,000 for services such as: mounting/installing security systems, installing keyless entry systems, removal of walls, installation of portable classrooms, repair of sidewalks, and similar work on school facilities.

For questions contact Albert Woelfle at albert.woelfle@dpi.nc.gov or Shirley McFadden at shirley.mcfadden@dpi.nc.gov.

From the School Planning Section

February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests - LEAs Only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **February 23, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

From the Center for Safer Schools

Center for Safer Schools Awards \$35 Million in School Safety Grants

Two hundred thirty North Carolina school districts and charter schools will benefit from \$35 million in safety grants announced Jan. 24 by the Center for Safer Schools.

The funding will be used for safety equipment, training and services for students in crisis. Safety equipment covered by this grant includes items such as cameras, vape detectors, radios and weapons detection systems. Training can include professional development for school leaders to assist students who are experiencing anxiety, trauma and/or conduct problems. Services made available through this grant can include school-based mental health services.

CFSS Executive Director Karen W. Fairley said each application was thoroughly reviewed.

"It is part of the Center's mandate and mission to give public-school units the tools they need to help keep their schools safer – that includes grant funding," she said. "We thank the General Assembly for its generous appropriation that enables us to support North Carolina public schools."

Funding for the hiring and training of school resource officers was a continuation of the \$33 million in SRO funding awarded in October 2022 for the 2022-23 school year.

Awards are subject to all administrative and financial requirements, including timely submission of all financial and programmatic reports; resolution of all interim audit findings; and adherence to allowable expenses.

A list of public-school units that were awarded 2023-24 School Safety Grant funding can be found [here](#). Allotments for the grant will be available in early February.

Deadline Reminders

No items at this time.

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February 2, 2024

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FY24 Federal PRC Data in BAAS (Various PRCs) - All PSUs

At this time, the forward funded flags are set to be flipped once the Allotments Section has received the final approvals from the Federal Programs and EC areas. We expect to receive the final allocations within the next 2 weeks and will update you when these actions have been completed.

After that has occurred for a PRC, the system will look at the actual (Initial) allotment amounts. We apologize for the inconvenience caused by the unalignment of the systems., thank you for your patience as this is a safeguard for DPI's federal compliance requirements. You should work with your financial software vendor to ensure they have the appropriate functional work arounds so your business operations are not impacted.

ESSER II Close-Out - All PSUs

We have executed our preliminary reversions of the ESSER II grants and others that ended December 2023 at the end of January. DPI has a final reconciliation process that we will be doing in the next couple of weeks. We will provide instructions to you related to how and what supporting documentation you need to provide should your data differ from what we have executed in the next couple of weeks.

Keep in mind, the only allowable expenditures from October thru December for the ESSER II grants were for those funds and exact codes that had allowable encumbrances at the end of September. Any expenditures outside of those codes were not eligible for expenditure during that period.

Thank you for your patience as we work through the close-out processes. If you have questions or concerns related to the ESSER II Close, please contact Jane Seo (jane.seo@dpi.nc.gov) and Albert Woelfle (albert.woelfle@dpi.nc.gov). Do not contact Allotments as they are not involved in that final reconciliation work.

Updated Fiscal FAQ for ESSER - All PSUs

The FAQ/Guidance document for fiscal questions related to ESSER has been updated. It is located on the FBS Website in the [COVID Funds Section](#) at the bottom of the page in the Other tab. This is a working document and will be continually updated as we receive additional guidance or questions. DPI provides guidance based on our understanding and does not provide legal counsel.

Please be sure to consult with your Board Attorney in making decisions. Questions regarding programmatic and allowability should be directed toward the Office of Federal Programs.

Conflict of Interest Training for Finance Officers - LEAs Only

The State Board of Education modified Policy [FINO-000](#): Professional Certification for NC School Finance Officers to include two (2) hours of Conflict of Interest (COI) Training as part of their annual CPE requirement of twenty-four (24) hours.

Cash Management Contact Information - All PSUs

Due to vacancies in the AFS-Cash Management Section, Roxane and Tina will be able to assist with your cash management inquiries. Please contact them first. They will forward and work with that section to resolve your inquiry. Thank you for this support.

IPs: Roxane Bernard (roxane.bernard@dpi.nc.gov)

LEAs: Tina Moore (tina.boyce@dpi.nc.gov)

From the Office of Transportation

Stop Arm Enhancement Grant Funding Application - All PSUs

In SL 2023-134 the NC General Assembly directed non-recurring funds for DPI to establish a grant for Public School Units (PSUs) to acquire and install Enhanced School Bus Stop Arms. The program has been established by NC DPI and is governed by State Board of Education policy ALOT-003 which indicates that it will be distributed via allotment in PRC 087.

Three options exist as outlined in the application linked below: extended stop arm, LED illuminated, or both extended and LED illuminated. The application linked below may be submitted by any PSU which has yellow school buses, as defined in [G.S. 20-4.01 \(27\) n](#). The total amount of funds available for award by the Superintendent of Public Instruction to all recipients is \$370,758. The application related to this grant opportunity was provided to Transportation Directors, the Office of Charter Schools, and others receiving NC DPI School Bus list emails on Friday January 26th.

Please review the application carefully including requirements related to data collection. The application must be submitted to Brandon.Smith@dpi.nc.gov via email by **11:59 PM EST February 8, 2024**.

Application:

www.ncbussafety.org/documents/stop%20arm%20enhancement%20application%20final.docx

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

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February 9, 2024

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LEA Per Pupil Expense (PPE) for FY22-23 - LEAs Only

The Per Pupil Expenses have been loaded in the [North Carolina Public Schools Statistical Profile Website](#).

The following PPE information can be located under the Financial Information Section:

- Table 23 - comparison of Per Pupil Expenditures Current Expense Expenditures Only,
- Table 24 - Per Pupil Expenditure Ranking (Child Nutrition Included) and
- Table 25 - Per Pupil Expenditure Ranking (Child Nutrition Excluded)

For questions, please contact Evelyn Gallegos at evelyn.gallegos@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) - IPSs Only

Phase I - Submission for FY 2024-2025 ADM Projection due by February 18, 2024

The new legislation removes the cap on the maximum allowable ADM growth for schools that do not have a low performing status. This adds a significant challenge to DPI being able to project charter school growth and ensure sufficient funding from the General Assembly. School Business must rely on the charter schools, and it is CRITICAL that School Business Services receives the most accurate planned ADM for the 2024-25 school year. This information will be the basis for our budget request from the General Assembly and will ensure that we have sufficient funding to fund each school's growth.

We have updated the system to capture critical data related to these projections and to meet the new legislation. The system will step you through the process.

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved by the State Board of Education to open July 1, 2024 are required to report.

All charter school's Head of School are required to submit between **February 8, 2024 – February 18, 2024** the **CSADM Phase I – Submission for FY 2024-2025 ADM Projection**.

The CSADM Projection System is accessible at the following link:

CSADM website: <https://schools.nc.gov/csadm>

We will only accept information submitted by the charter school's **Head of School**. We have scheduled a webinar for **Wednesday, February 14th, at 11:00am** to go through the system if you are new to this process. On Friday, the Webex invite will be sent to Directors to get the IPSs registered for that webinar.

If you have questions about the CSADM system and/or submission, please contact felicia.atkinson@dpi.nc.gov or corey.terry@dpi.nc.gov.

Scheduled State Allotments (Various PRCs) - All PSUs

The following PRCs are scheduled for allotment in the coming week:

- PRC 036: Charter School Transportation Grant
 - For questions pertaining to the Charter School Transportation Grant please contact ashley.baquero@dpi.nc.gov.
- PRC 040/ School Safety Grant – Grant Allotments
- PRC 057/ Transportation of Pupils – Stop Arm Cameras
- PRC 120/ LEA Financed Purchase of School Buses – Delivery #13 Allotments

Additional PRCs not listed may also be processed throughout the week.

Please refer to the Allotment Policy Manual on the [FBS Website](#).

For general State and Federal Allotment questions please contact Allotments@dpi.nc.gov.

FY24 Federal PRC Data in BAAS (Various PRC) - All PSUs

At this time, the forward funded flags (installment required flag) are set to be flipped once the Allotments Section has received the final approvals from the Federal Programs and EC areas.

After that has occurred for a PRC, the system will look at the actual (Initial) allotment amounts.

Federal approvals to-date will be processed next week and then their respective flags will be updated appropriately. To-date, PRCs 047, 051, 060, and 109 have been flipped to show actual amounts in BAAS.

As of February 8, 2024, the following PRCs are scheduled for full allotment and flag update by end of next week. This list is subject to change contingent upon PRC approval/status updates received from Federal Programs.

- PRCs: 049, 050, 103, & 108.

Please refer to the Allotment Policy Manual on the [FBS Website](#).

For general State and Federal Allotment questions please contact Allotments@dpi.nc.gov.

From the Office of Transportation

Deadline Extended - Stop Arm Enhancement Grant Funding Application - All PSUs

In SL 2023-134 the NC General Assembly directed non-recurring funds for DPI to establish a grant for Public School Units (PSUs) to acquire and install Enhanced School Bus Stop Arms. Please see the [School Business Newsletter](#) from February 2nd for more information.

The application deadline for this grant is being extended to allow districts additional time to gather data and the signatures of Finance staff which are participating in the NCASBO conference.

The new deadline is **Thursday, February 15th**. In addition, we are providing further application assistance for any PSU via office hours on Monday, February 12, 10:00 AM - Noon.

Application:

www.ncbussafety.org/documents/stop%20arm%20enhancement%20application%20final.docx

Office Hours Monday, February 12, 10:00 AM – Noon:

<https://ncgov.webex.com/ncgov/j.php?MTID=m73d259d9e3dea81418a8e1d77d52a4a0>

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

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February 16, 2024

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CLOSED ESSER GRANTS – ALL PSUs

PLEASE do not post expenditures or request cash from any CLOSED ESSER/COVID related PRCs. DPI is doing the final reconciliation work and as we go thru that process, should funding/cash adjustments be needed we will execute those transactions and then provide you with that information for your bank reconciliations.

Continued activity by the PSUs to these closed PRCs creates compliance issues for everyone. If you have inadvertently posted expenditures to these grants, please get those corrected by the end of February so that we do not have to issue a fiscal non-compliance letter to you as we finalize our reconciliations.

Thank you for your prompt attention to this matter.

FY24 Federal Reversions (Various PRCs) - All PSUs

The remaining Final Federal Reversions were processed this week in Revision #38. For general federal reversion questions please contact Allotments@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) - IPSs Only

Phase I - Submission for FY 2024-2025 ADM Projection due by February 18, 2024

All Charter, Regional, and UNC Lab Schools with current year enrollment and new charter schools approved by the State Board of Education to open July 1, 2024 are required to report. All charter school's Head of School are required to submit by **February 18, 2024** the CSADM Phase I – Submission for FY 2024-2025 ADM Projection.

Thank you to the 148 IPSs who have completed their entries into the CSADM Projection System. If your IPS has not submitted, please adhere to the deadline, and note that we will only accept information submitted by the charter school's Head of School.

The CSADM Projection System is accessible at the following link:

CSADM website: <https://schools.nc.gov/csadm>

If you have questions about the CSADM system and/or submission, please contact felicia.atkinson@dpi.nc.gov or corey.terry@dpi.nc.gov.

From the Office of School Nutrition

School Nutrition Semi-Annual Financial Report (FC1-A) due March 1, 2024 – LEAs only

This is a reminder that FY2023-24 Semi-Annual Financial Report (FC1-A) must be submitted via School Nutrition Technology System by the due date. This is a firm deadline. Office of School Nutrition uses FC1-A data to prepare a legislated report required by G.S. 115C-450, and no extension can be granted to the districts to submit late.

If you expect any delays (due to technical issues or other circumstances), you still must submit a preliminary report and note in the comments section of FC1-A that the report is preliminary. You can resubmit the financial report once it is final, but the Office of School Nutrition needs to receive at least your best estimate by **3/1/2024**. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

Deadline Reminders

ALL PSUs

LEAs

DUE DATE	TOPIC	NEWSLETTER
02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024

IPS ONLY

DUE DATE	TOPIC	NEWSLETTER
02/18/2024	Charter School Average Daily Membership (CSADM) -Phase I - Submission for FY 2024-2025 ADM Projection	02/18/2024

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North Carolina Department of Public Instruction



February 23, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Finance Officer Newsletter - All PSUs

Keep up to date with us through our [Newsletters](#). LEA Finance Officers who are listed in the [EDDIE](#) staff directory are on the listserv to receive the newsletter.

If you are interested in subscribing to the weekly newsletter, please follow the steps provided below:

1. Go to <https://public.govdelivery.com/accounts/NCSBE/subscriber/new>
2. Submit your email address
3. Choose "Financial Officers Newsletter" from the dropdown list.

You can select other subscription topics (i.e.: Charter Schools, Legislative Updates, etc.) from this website. If you transfer to another PSU, you will need to subscribe under your new email address.

From the School Planning Section

QUARTERLY REPORTS - K-12 Facility Grants (SCIF Grants) - LEAs Only

Recipients of K-12 Facility Grants (SCIF Grants) are required to submit Quarterly Financial and Performance Reports (with supporting documentation) within 10 days following the end of each fiscal quarter. Reports for the quarter ending on December 31, 2023, were due January 10, 2024. **Reports that have not been submitted are now PAST DUE.** Please submit ASAP using the form located on the Capital Funding page of the School Planning website: [SCIF Quarterly Report](#). Completed reports should be emailed to Nathan Maune at nathan.maune@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
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02/23/2024	February PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	01/26/2024
03/01/2024	School Nutrition Semi-Annual Financial Report	02/16/2024

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March 1, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Teacher Assistant Tuition Reimbursement Program (PRC 066) - LEAs only

This allotment is still pending information from the Office of Licensure and Educator Preparation; the associated survey closed February 29th. Allocation will likely be mid-March, after the data is received by School Business.

Summer Reading Camp (PRC 016) – All PSUs

This allotment will be processed in April to eligible units.

Other allocations are upcoming as new grant funds are approved and authorized. Please use the allotment email (Allotments@dpi.nc.gov) for any specific questions or if you need supporting documentation. This allows us to track and ensure a response. We are getting ready to work on planning allotments so we want to make sure we can keep up with your emails. This system will be monitored during this time.

From the School Planning Section

March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests - LEAs only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **March 25, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email at dennis.hilton@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/01/2024	School Nutrition Semi-Annual Financial Report	02/16/2024

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March 8, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Updates to the Allotment Policy Manual

The following changes were approved by the NC State Board of Education during their monthly meeting on March 7, 2024. The adjustments have been made in the allotment policy manuals posted to our [allotments webpage](#).

Digital Learning Initiative (DLI): Digital Literacy Solution (PRC 078)

The deadline to expend funds for licenses was extended from January 31, 2024 to March 31, 2024 to allow school districts time to obtain approval from their local boards.

Health Career Promotion (PRC 253)

This policy was amended to note that it is funded with ARPA Temporary Savings Funds that do not revert. The Department will not disburse any funds until the State Budget Director has notified the Department that the funds will be remitted, and a special provision in line with law was added, which allows DPI to 5 percent of those funds for the direct costs for the statewide administration of the program.

Plasma Games Grant Program (PRC 258)

Revisions included a note that this program is funded with ARPA Temporary Savings Funds that do not revert. The Department will not disburse any funds until the State Budget Director has notified the Department that the funds will be remitted. The policy was updated to add a special provision in line with law which allows DPI to 5 percent of those funds for the direct costs for the statewide administration of the program. The funding formula was also modified to address allotments if the total of all approved applications for funding exceeds the total available funding.

ARP - ESSER III - Summer Career Acceleratory Programs (PRC 188)

The funding formula was modified to allot remaining funds to the NC District Summer Learning Network participating districts.

ARP - ESSER III - Supplemental Academic Enrichment Programs (PRC 189)

The program purpose was expanded to cover supplemental enrichment activities in K-12th grade; the previous policy only covered grades 4-8.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

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March 15, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

No new items from SBS this week.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
PAST DUE	K-12 Facility Grants Quarterly Reports	02/23/2024
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

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March 22, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Allotment Revision Schedule Update for Anticipated PRCs

PRCs posting early next week:

- Tuition Reimbursement (PRC 066)
- Economically Disadvantaged Support Funds (PRC 251)
- Plasma Games Grant (PRC 258)
- Indian Gaming (Various PRCs)
- Federal Approvals to Date (Various PRCs)

PRCs posting by end of March:

- EC Headcount Transfers (PRC 032)
- Transportation of Pupils final allotment (PRC 056)
- Position transfer and conversion requests (Various PRCs)
- CRRSA/ESSER II Late Liquidations (Various PRCs)

Title I and Title II Update

The current PRC 050 and 103 N&G CS Initial Allotments have been posted and better align with the calculated FY24 Planning amounts. The following factors must be considered when comparing the variances from prior year allotments; census poverty data changed in the last few years due to Covid fund infusion which created a decrease in overall state poverty, decrease in ADM from prior years, and the FY24 adjustment in the free lunch count methodology.

From the School Planning Section

NBPSCF Annual Reports

Recipients of Needs-Based Public School Capital Fund (NBPSCF) Grants are reminded that **Annual Reports** required by G.S. 115C-546.14 are **due April 1, 2024**. Please use the [NBPSCF Annual Report](#)

[Form](#) located on the School Planning website, and email completed reports to Nathan Maune at nathan.maune@dpi.nc.gov.

NBPSCF Final Reports

Recipients of Needs-Based Public School Capital Fund (NBPSCF) Grants are reminded that **Final Reports** required by G.S. 115C-546.14 are **due within 90 days** following completion of the grant-funded project. Please use the [NBPSCF Final Report Form](#) located on the School Planning website, and email completed reports to Nathan Maune at nathan.maune@dpi.nc.gov.

PSBCF Final Reports

LEAs are reminded to submit **Final Reports** for all Public School Building Capital Fund (PSBCF) projects **within 60 days** of completion of the project. The reporting status of each project can be checked using the [PSBCF Monthly Projects Report](#) on the School Planning website. For completed projects that have not been reported, please use the [PSBCF Final Report Form](#) located on the School Planning website, and email completed reports to Dennis Hilton at dennis.hilton@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
03/25/2024	March PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/01/2024

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March 28, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Getting Ready for Year End Close

It's that time of year that everyone is preparing for the end of the fiscal year and DPI is no exception. Please be aware of the following items related to that work:

Licensure Application Processing Cutoff for Fiscal Year 2024 – LEAs Only

As stated in the Salary Manual, the Licensure Section is committed to processing the Licensure applications received on or before April 15, 2024 that are in the "Pending DPI Review" status.

Please be aware of these other factors:

- Licensure applications received on or before April 15th that are not in the "Pending DPI Review" status cannot be guaranteed to be processed in the current fiscal year.
- Licensure applications submitted after April 15th cannot be guaranteed to be processed in the current fiscal year.

Any resulting salary audit exceptions from Licensure applications not meeting the "pending DPI review" status by April 15th cannot be guaranteed to be processed and will need to be cleared using local funds.



Please use LicSal to view the main license exceptions report types.

[LEA License & Salary Info Center \(state.nc.us\)](https://state.nc.us)

The Salary Audit Exceptions that explicitly reference Licensure issues that may be cleared by Licensure Applications are:

- Not Licd
- ExpLic

- BadLic

These are the main reports to review. Ensure "Open" is selected in the status dropdown:

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	Not Licd ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	ExpLic ▼	<input type="checkbox"/>	Search

Fiscal Year	Unit	Status	Exception Type	All LEAs	
2024 ▼	000	Open ▼	BadLic ▼	<input type="checkbox"/>	Search

If you have questions, please contact Salary at Salary@dpi.nc.gov.

BUD Processing – LEAs Only

Friendly reminder that only approved certified salary adjustments will continue to be processed in LicSal. The following will not be processed in LicSal: Object codes greater than 139.

Beginning next week, we are anticipating that BUDS will be processed once a day through the end of April. We anticipate moving to twice a day processing starting mid-May until the end of June.

If you have questions, please contact Salary at Salary@dpi.nc.gov.

Cash Management Contact Information - All PSUs

Due to vacancies in the AFS-Cash Management Section, Roxane and Tina will be able to assist with your cash management inquiries. Please contact them at CashMgt@dpi.nc.gov. They will forward and work with that section to resolve your inquiry. Thank you for this support.

Datafile Contacts – All PSUs

It is important for DPI to know who to contact for data file errors. Please check our current list to ensure we have the correct information, including a back-up data file contact for your PSU.

Charter, Lab and Regional Schools located under [Data Transfer](#) as of March 2024.
Local Education Agencies (LEAs) located under [Datafile Contacts](#) as of November 2023.
Please contact SchoolFinancialReporting@dpi.nc.gov.

From the School Planning Section

April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests - LEAs Only

Monthly distribution requests for PSBCF, PSBRRF, and NBPSCF lottery revenue for Capital Projects are due by **April 24, 2024**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/01/2024	Needs-Based Public School Capital Fund (NBPSCF) Grant Annual Report	03/22/2024

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April 5, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

SBS Summer Conference Save the Date and Hotel Group Rate

Our annual summer conference will be Thursday, July 25, 2024, at the Sheraton Imperial Hotel Raleigh-Durham Airport at RTP. Please hold that date.

The discounted [Room Block](#) is open and will be available until **June 24th**, so please jump on those rates and secure your room. Thank you for your continued participation in our conference. We will send out more information in the coming weeks.

Updates to the Allotment Policy Manual

The following changes were approved by the NC State Board of Education during their monthly meeting on April 4, 2024. The adjustments have been made in the allotment policy manuals posted to our [allotments webpage](#).

21st Century Community Learning Centers (PRC 110)

Amended to increase the maximum allowed allotment from \$400,000 to \$500,000. Special provisions were added to outline attendance guidelines and how funding will be distributed in three installments. Funds recovered from reduced enrollment can be redistributed to other grant recipients. Summer program funds will be sent in one installment after April 1 each year.

School Improvement Funds (PRC 115)

In the current model, federal school improvement funding supports Comprehensive Support and Improvement Schools and Innovative Partnership Grant Schools. The amendment broadens the flexibility within the policy to allow funding support for Targeted Support and Improvement Schools.

Middle School Reading (PRC 257)

Updates the funding formula from \$250 per ADM to \$201.80 per ADM to align with the Best 1 of 2 average daily membership report.

New Guidance from USED on Notice of Federal Interest for ESSER Funded Construction or Real Property Projects - All PSUs

On March 21, 2024, the U.S. Department of Education (USED) issued new guidance on ESSER funded renovations, major remodeling, construction, or other real property projects. ([USED Recording and Reporting Federal Interest](#))

Per the new guidance, all grantees and subgrantees that have a renovation, major remodeling, construction, or real property project (Project) using \$1 million or more in Federal funds **must** record the notice of Federal Interest (NFI) by **January 28, 2025**.

Projects which cost less than \$1 million are generally exempt unless situations or circumstances exist which may require recording of the NFI as a "prudent safeguard to further protect the Federal interest from other liens that could prevent the building from being used for its educational purposes." Examples given in the new USED guidance:

- Project may require recording NFI if the Federal funds represent a vast majority of the total value
- Project may require recording NFI if the Public School Unit (PSU) or LEA is in high-risk status.

For additional guidance, please review the updated [Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#) section on construction and related questions.

Please note: This exemption **does not apply to other construction or annual real property reporting**. All grantees and subgrantees are still subject to annual reporting on the status of construction or real property projects.

Please contact either Albert Woelfle (Albert.Woelfle@dpi.nc.gov) or Jane Seo (Jane.Seo@dpi.nc.gov) with questions.

SylogistEd ERP Demo for K-12 - All PSUs

SylogistEd will be holding a Live Demo of their cloud-based integrated Finance and HR/Payroll Enterprise Resource Planning (ERP) solution for K-12 Public School Units starting at 9AM on Monday, April 15, 2024, in DPI in room 150.

This demonstration will start with a 2-hour session covering SylogistEd ERP finance modules including AP, Purchase Requisition and more, followed by a 1-hour break for lunch. The second session will cover SylogistEd ERP Payroll/HR modules including Payroll, Personnel (HR) and more.

Please [RSVP online](#).

NCDPI building is located at 301 N. Wilmington Street, Raleigh NC 27601. There is free on-street parking within 2 blocks of our building, with street level spaces on N. Blount Street and east of Blount Street. Please visit the [Downtown Raleigh Visitor Parking Map & Lot List on the NC DOA website](#) for more information.

From the Office of Federal Programs - All PSUs ESSER Prepayment

North Carolina has revisited its stance on allowing pre-payment of subscriptions and software licenses. Based on the latest presentations from Bruman and the current wording of ESSER FAQ guidance, prepayment of subscriptions and software licensing will be allowed with ESSER III funds. Prepayment can extend through the 2025-26 school year, not extending beyond June 30, 2026.

Prepayment is different from a liquidation extension.

- Prepayment - requires that the subscription or software license be obligated by September 30, 2024 and paid in full prior to the end of the liquidation period.
- Liquidation Extension – a request to extend the time beyond the liquidation period due to circumstances that prevent the project from being completed. This is intended for impacts due to unforeseen circumstances or delays and market impacts.

It is important to note that prepayment flexibility is only extended for ESSER III funds. If you have any questions regarding prepayment, please contact your regional federal program administrator. Additional guidance will be provided in the [Frequently Asked Fiscal Questions Related to ESSER and GEER, Includes Construction Related Questions](#).

From the Center for Safer Schools - All PSUs

School Safety Grant Eligibility

To be eligible for funding from the School Safety Grant Program (contingent upon the passage of appropriations from the General Assembly), public-school units must have a complete and updated School Risk Management Plan, anonymous reporting system and panic alarm (hardwired or app).

For more information, send an email to schoolsafetygrants@dpi.nc.gov.

Deadline Reminders

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024

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April 12, 2024

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

[FBS Homepage](#)

Allotments Update - Year End

The allotment revision schedule update for anticipated PRCs is below.

PRCs posting next week:

- Summer Reading Camps (PRC 016)
- Extended Learning and Integrated Student Supports (ELISS) (PRC 52)
- LEA Financed Purchase of School Buses Deliveries (PRC 120)
- Federal Approvals to Date (Various PRCs)

PRCs posting by end of April:

- Holocaust Sub Pay Reimbursements (PRC 003)
- ABCs and Position transfer and conversion requests (Various PRCs)
- Federal Reallocations of unallotted funds (Various PRCs)
- New & Growing Charter School Adjustments (IDEA PRCs)

ABC Transfers

May 17, 2024 is the last day to submit ABC Transfers.

State and Federal Revision Requests

May 31, 2024 is the last date for the Allotment Section to receive regular State and Federal revision requests. Please check your accounts to be sure you have received all expected allotments. For Federal PRCs, please contact the Federal Program Consultants to confirm approvals.

At this time allotments plans to have all revisions processed and posted by June 7, 2024, for fiscal year 2023-24. If additional items are needed past the deadline, they will have to be approved by School Business Leadership.

Low Wealth Calculator

The Low Wealth Planning Allotment calculator will be posted online in the coming week.

To use the calculator input your LEA number in the top left-hand corner and tab over to populate the data for your LEA. The calculator shows which part of the legislative formula is driving the increase or decrease in funding.

FY2024-25 State Planning Allotments & PRC 071 Supplemental Funds for Teacher Compensation

The FY25 State PRC Planning calculations are being finalized next week unless there are unforeseen circumstances.

If you have any questions, please contact Quatia Snipes, Interim Section Chief, quatia.snipes@dpi.nc.gov.

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
01/28/2025	Notice of Federal Interest (NFI) for \$1M+ ESSER Funded Construction or Real Property Projects	04/05/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024

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April 19, 2024

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[FBS Homepage](#)

Cash Calendar Deadlines – All PSUs

Please adhere to the cash calendar deadlines and request cash in sufficient time for state, local and federal check coverage. We are restricted by the State Treasurer and can no longer accommodate regular requests after the deadlines due to the complexity of the transactions and margin for errors. Emergency situations will need approval and may not be able to be accommodated. For assistance with cash management, contact CashMgt@dpi.nc.gov.

Closed ESSER Grants – All PSUs

DPI is in the final stages of reconciliation work for the closed ESSER II PRCs. If funding/cash adjustments are needed, we will execute those transactions and then provide you with an email that includes information for your bank reconciliations. As we near year end:

1. Begin to move over-reported expenditures out of the closed ESSER II PRCs grant PRCs.
2. Cash for these ESSER II PRCs is no longer available for request. Do not request cash for the closed PRCs unless you have been approved for an extended liquidation.
3. Cash provided in excess of expenditures should be refunded back to NC DPI.

Continued activity in these closed PRCs creates possible compliance issues. We anticipate completion of the reconciliation in the upcoming weeks. Thank you for your patience during this process. If you have questions or concerns related to the ESSER II Close, please contact Jane Seo (jane.seo@dpi.nc.gov).

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
05/31/2024	Last day for state and federal revision requests	04/12/2024

LEAs

DUE DATE	TOPIC	NEWSLETTER
04/24/2024	April PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	03/28/2024
05/17/2024	Last day for ABC transfers	04/12/2024

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