

## ADMINISTRATIVE MEMO

**Date:** November 14, 2017  
**To:** School Administrators, Federal Program Coordinators, and Finance Administrators  
**From:** Roger Dorson, deputy commissioner, Financial and Administrative Services  
**Subject:** FAS-17-006 – General Federal Guidance Webpage Updates

The Division of Financial and Administrative Services has updated the General Federal Guidance to include changes effective November 1, 2017. This cross-cutting guidance document references the Code of Federal Regulations (CFR), Uniform Grant Guidance (UGG), and the Education Department General Administrative Regulations (EDGAR) and is available at <http://dese.mo.gov/financial-admin-services/general-federal-guidance>. Pertinent changes are highlighted in the document. Following are some of the changes:

1. Risk indicators and definitions are expanded.
2. According to 2 CFR Part 200.305, payment of federal funds may only be requested on a reimbursement basis for the purpose and condition of the grant. In addition, payment of requested federal funds must be made within 30 calendar days after receipt of the request. In order to comply with these federal requirements, the Department of Elementary and Secondary Education's Division of Financial and Administrative Services is allowing local education agencies (LEAs) to submit up to two payment requests each month beginning July 2017.
3. The difference between grant cycle, obligation period, and Final Expenditure Report (FER) reporting period is further explained.

The requirements under the UGG, including the required policies and procedures identified within the General Federal Guidance and listed on page 32, will be part of the Tiered Monitoring in 2017-18.

For additional information, please contact the appropriate section as indicated below:

- Afterschool Programs (21<sup>st</sup> CCLC/SAC), 573-522-2627, [exl@dese.mo.gov](mailto:exl@dese.mo.gov)
- Elementary and Secondary Education Act (ESEA/ESSA), 573-751-8643, [federalfinancial@dese.mo.gov](mailto:federalfinancial@dese.mo.gov)
- Perkins, 573-751-0449, [andy.martin@dese.mo.gov](mailto:andy.martin@dese.mo.gov)
- Special Education Finance, 573-751-0622, [spedfunding@dese.mo.gov](mailto:spedfunding@dese.mo.gov)
- Chief Operating Officer, 573-751-8292, [shari.lepage@dese.mo.gov](mailto:shari.lepage@dese.mo.gov)