**Public Education Department**

**Administrative Services Division**

**300 Don Gaspar, Santa Fe NM 87501**

**Instructions for Unliquidated Obligations’ BAR**

**FOR CARL PERKINS, USDA Equipment, Neglected & Delinquent, Federal Charter Schools**

**This procedure only applies to expiring federal grants.**

The Public Education Department (PED) requires Districts and State Charters to follow the obligation criteria as defined in the Education Department General Administrative Regulations (EDGAR) 34 CFR Subtitle A Section 76.707. Only federal funds are eligible for the unliquidated obligation procedures. State funds are **NOT** eligible for the unliquidated obligation procedures.

For Fiscal Year Ending June 30, 2022, Carl Perkins and USDA Equipment and Neglected and Delinquent awards’ FY21-22 unexpended funds are eligible for unliquidated obligations’ budget adjustment requests (BARs).

**Submission Deadline: July 15, 2022 (For Carl D. Perkins, USDA Equipment, Neglected & Delinquent, Federal Charter Schools)**

* Obligations listed on the Unliquidated Obligations form must be in compliance with the above mentioned definition within EDGAR.
* Obligations must have occurred on or prior to June 30, 2022.
* A system-generated, detailed, itemized encumbrance report that balances to the Unliquidated Obligations Form must be submitted as supporting documentation with the BAR.
* All districts and State charters must submit all information immediately after the school board has approved the BAR (after 1st July board meeting)**.** Unliquidated Obligation BARS will not be accepted after July 15, 2022.
* Unliquidated obligations must be fully expended/liquidated by September 30, 2022.
* Program and fiscal have approval for the unliquidated obligation BARs.
* A final RfR must be submitted in OBMS by **November 1, 2022**. The final RfR must include a system-generated, detailed, first month expenditure report indicating obligations have been liquidated by July 31, 2022.
* The List of Unliquidated Obligations is available for download from: http://ped.state.nm.us/div/admin.serv/fiscal/forms.html.
* **Carl D. Perkins, Federal Charter Schools Grant Closes – November 2022**