

# Comprehensive Early Literacy Grant (ELG)

## Budget Submission Process & Timeline

### 2020-2021 TIMELINE

#### FALL

##### **September 30<sup>th</sup>**

Submit annual financial report. This provides an account of funds not obligated by June 30<sup>th</sup> of the prior year and provides CDE with the actual unspent funds from fiscal year 2019-2020.

Complete the beginning-of-year [contact information collection form](#). (If you have contact updates throughout the year, please complete this brief form.)

##### **November 1<sup>st</sup>**

[Submit](#) up-to-date budget spreadsheet (in Excel format), including any approved budget changes.

Submit programming transition plan (if your core, supplemental, and/or intervention programming is no longer in compliance with the [2020 Advisory List of Instructional Programming](#)).

#### WINTER

**January 15<sup>th</sup>:** [Submit](#) interim financial report reflecting expenditures to date.

**Middle of year:** With ELG consultant, evaluate data and review progress toward funding goals.

#### SPRING

**April 15<sup>th</sup>:** If applicable, [submit](#) remaining budget change requests for the rest of the fiscal year.

**April 30<sup>th</sup>:** [Submit](#) up-to-date budget spreadsheet (in Excel format), including any approved budget changes.

**May 1<sup>st</sup>:** [Submit](#) finalized budget for the following fiscal year. (This gives CDE time to review.)

**End of year:** With ELG consultant, evaluate data and determine if funding goals were met.

#### SUMMER

**June:** CDE will alert ELG participants regarding funding allocations for the following year.

**July:** The new fiscal year begins.

**July-August:** CDE will send grant award letters and funding checks.

### NEW ELG BUDGET SUBMISSION PROCESS

To streamline, consolidate, and better track budget submissions, there is a new ELG budget submission process as of August 2020:

- Access the ELG Budget Submission form via [Smartsheet](#).  
*Please note: Smartsheet does not save your answers before you submit, so you may want to type somewhere else and copy and paste if you are worried about losing progress.*

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- Fill out the questions, which vary depending on the type of review you are requesting (i.e., quarterly budget submission, budget change request) and which grant budget you are submitting/amending. (You no longer need to attach a document describing your request.)
- Attach your budget spreadsheet in Excel format. Highlight any changes in your budget spreadsheet so that reviewers can easily locate them. This spreadsheet is the only file to attach. If you have multiple requests, complete multiple ELG Budget Submission forms.
- Email Laura Stelling ([stelling\\_l@cde.state.co.us](mailto:stelling_l@cde.state.co.us)) in the P-3 Office if you notice any issues with or have questions about this submission form or process.
- Email Marti Rodriguez ([rodriguez\\_m@cde.state.co.us](mailto:rodriguez_m@cde.state.co.us)) and Matt Freeman ([freeman\\_m@cde.state.co.us](mailto:freeman_m@cde.state.co.us)) from Grants Fiscal with funding or budget-related questions.

**There will be an informational webinar about the new ELG budget submission process on Wednesday, September 16<sup>th</sup> at 9 am. Sign up [here](#). The webinar will be recorded and posted [here](#).**