

D. Reports

Section 117.36 of the Title II Regulations requires that the State plan ~~must~~ provide for participating in such periodic consultations, keeping such records, and making such reports as the Commissioner may consider necessary to enable him to perform his duties under the Act.

The State agency shall submit, in accordance with procedures established by the Commissioner:

1. A description of the program to be carried on under the plan during the fiscal year;
2. A statement of estimated total expenditures for program activities during the fiscal year;
3. Following the end of the fiscal year, a report of the total expenditures made under the plan during the fiscal year;
4. Such other estimates and reports as are periodically needed to account properly for funds.

Reports Due Before the Beginning of the Fiscal Year

Estimate of Expenditures

Description of Projected Activities

The Estimate of Expenditures for the fiscal year is the document which provides the basis for the obligation of Federal funds for State use in Title II programs. This estimate should be a realistic budget for the support of the program outlined in the Description of Projected Activities and may not exceed the allotment to the State for the particular fiscal year. Although further funds may be available later as a result of reallocation by the U.S. Commissioner of Education, such possible additional allotment should not be included in the Estimate of Expenditures.

The Description of Projected Activities provides a means of identifying and describing activities which are related to the accompanying Estimate of Expenditures and must be approved by the Commissioner as a condition for payment of Federal funds to a State under Title II of the Act. The annual Description should reflect progress toward accomplishing the plan program for each year as described in Section 3 of the State plan. After the first year of the program it will include information on maintenance of effort to follow up the information which is required on this subject in the State plan. (Kinds of data needed for documentation are described in Chapter VI of the Guidelines.) While the Description of Projected Activities is essentially a program document, it