

Spelman College
Title III 2023-2024 Calendar of Important Dates

*Tentative: Dates are subject to change.

Important Dates	September
9/1	HBCU B Grant 2017 -2023 (Title III Office requested a 2 nd no-cost extension)
9/20-21	FUTURE Act and HBCU B Activity Directors 2023 – 2024 Phase II review meetings with Title III Staff
9/30	End of Year Review Meeting with the External Evaluator/Assessment and Data Specialist
9/30	2022-2023 Grant Year ends
October	
10/1	2023-2024 Grant Year begins
10/1	Budgets loaded and mapped in Banner
10/15	2022-2023 End of Year/Final Progress Reports due (October – September)
10/29	Complete Spending Plan
November	
Nov/Dec	External Summative Evaluation Meetings for 2022-2023 Grant Year
11/15	Begin the process of preparing Annual Performance Reports (APR) for submission to USDE
11/15	One Page Success Story
December	
12/1	First Quarter Budget Revision Deadline
12/31	100% Carryover funds from previous years must be expended
12/31	38% of allocated funds should be expended or encumbered
January	
1/15	First Quarter reconciliation with Grants and Contracts
1/4 – 2/15	Begin preparation of Phase I Report for 2023 due to U.S. Department of Education
1/15 – 3/31	Annual Performance Reports (APR) for 2022-2023 due to the U.S. Department of Education
1/24	Activity Directors General Meeting
1/31	Equipment Purchase Deadline
February	
2/15 – 2/28	End of First Quarter Activity Director Budget Meeting
March	
3/31	Procurement Deadline for Office, Instructional, Lab, and Computer supplies
3/31	Requests for Lecturer, Speaker, Facilitator Deadline
3/31	Second Quarter Budget Revision Deadline
3/31	75% of allocated funds should be expended or encumbered
April	
4/15	Second Quarter reconciliation with Grants and Contracts
4/15	2022-2023 Mid-Year Report due (Reporting period: October 1– March 31)
4/15	100% of carry-over funds must be encumbered and expended
4/20 – 4/29	Title III Mid-Year Review meetings with each reporting Division and Activity
May	
5/2	Tentative HBCU and FUTURE Act proposed budgets for the 2024-2025 grant year will be sent to activities
5/2 – 5/13	Mid-Year External Evaluation for 2023-2024 Grant Year
5/31	100% of allocated funds must be expended or encumbered
June	
6/1	Funds not encumbered or expended, and no mitigating circumstances communicated will be reallocated by the Title III Director.
6/3	2024-2025 FUTURE Act and HBCU B Phase II (Budgets) Proposals from Activity Directors are due to Title III Office
6/30	2024-2025 FUTURE Act and HBCU B Phase II Proposals finalized and submitted to USDE
July	
7/15	Third Quarter Reconciliation with Grants and Contracts

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August	
8/16 - 8/31	2024-2025 Budget Allocations received from the U.S. Department of Education
8/31	100% of 2023-2024 Title III grant funds must be encumbered
September	
9/15	100% of 2023-2024 Title III grant funds must be expended
9/30	2023-2024 Title III Grant Year ends

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Budget Revisions

- Only two (2) budget revisions per year are allowed.
- No budget revisions will be allowed after March 31.

Encumbrances

- Purchase Orders (POs) should be liquidated each month to release encumbered funds that will not be expensed, where possible.
- Inform Title III Staff of mitigating circumstances that may prevent the liquidation of encumbrances within thirty (30) days.

Unused funds

- Unused carryover funds from previous years will be relocated by January 31, 2024.
- Funds not expensed or encumbered as of June 1 will be reallocated at the discretion of the Title III Director.

Inventory

- An audit of equipment may be conducted at any time at the discretion of the Title III Director.