

# New Mexico Public Education Department Federal Programs

## Budget Adjustment Request (BAR) Justification Program Description

**This form is to be submitted with each Increase or Transfer BAR.**

District:	
Federal Program:	
Fund code:	

### Justification Narrative

*In addition to providing the specific ESEA Federal Program (Titles I, II, III, IV or V- RLIS) Award Letter (or Initial Allocation for initial BARs), please also provide sufficient justification to ensure that use of funds is allowable under the ESEA Federal Program. **Note: Costs must also be allocable, necessary, and reasonable per 2 CFR 200.403-405.** Failure to submit sufficient descriptions will delay approval of BARs. Please refer to the Supplement Not Supplant Considerations listed in the footer below before responding and submitting the BAR description for Title III and RLIS.*

1. Explain why the transfer or increase is needed:
2. Please give a detailed description regarding what the funds will be used for and for whom. Attach any supporting documentation (vendor quotes, product descriptions etc.). **(Note, if details and supporting documents are not yet available for proposed expenditure under Title III or RLIS, please submit the applicable Pre-approval Form once such documentation is available to ensure proposed expenditure is allowable.)**
3. Please indicate all school sites where the materials/services will be used.

*Supplement not Supplant Title III & RLIS Considerations:*

1. Title III - What is the instructional program/service provided to all students?
2. Title III - What does the LEA do to meet Lau vs. Nichols (1974) requirements?
3. Title III & RLIS- What services is the LEA required by other federal, state, and local laws or regulations to provide?
4. Title III & RLIS - Was the program/service previously provided with state, local, and federal funds?
5. RLIS - Is the activity one that would ordinarily be covered with other Federal, State, or local funds (for example, in most cases, standard textbook purchases would ordinarily be covered with State or local funds)?