



TO: Superintendents, Administrators
Business Managers, Project Contacts

FROM: Kenda DeLeon, MSW
Grants Management Analyst
Governor's Office of Economic Recovery

SUBJECT: ARRA Education Jobs Fund – Carry Over to FY12 & Grant Closeout

The purpose of this memo is to provide instructions on the steps that you, as a recipient of the Education Jobs Fund, need to take in order to do two things: A) carry funding over to FY12 if you wish to draw down funds in the next year and B) complete the grant closeout process if you have already drawn down and expended by September 30, 2011.

In order to provide these funds during the summer months July, August, or September, we have extended all of project end dates to September 30, 2011.

EDUCATION JOBS FUND

Project End Date	Completion Report Due Date
September 30, 2011	October 31, 2011

- You must submit a monthly cash management report to receive a payment in the following month. The last cash management report that will result in a September payment will be the August cash management report, which must be submitted between August 1st and August 18th, 2011.
- After the FY 2011 project ends **on September 30, 2011**, you must have your completion report submitted to the ADE no later than **October 31, 2011**.
- If your approved completion report reflects a remaining budget balance, the ADE will create a continuing project for your entity. After the ADE creates a FY 2012 continuing project, you will:
 - Submit an amendment to revise the budget line items
 - Submit a cash management report to receive a payment for the following month.
- If your approved completion report reflects a zero budget balance, this will be your close-out completion report and no further action is necessary by either the ADE or the LEA.

It is important to remind LEAs that if you wish to utilize your award from the Education Jobs Funding during FY11 then the last day to request a draw down is August 18, 2011. A cash management report must be submitted in order to fill your request of draw down so that a payment can be received September 1-3, 2011.

If you have any questions regarding the Education Jobs Fund, please contact the Grants Management Office: Sarah Heikkila at 602-542-4339 or Stephanie Long at 602-542-3695.

Thank you.