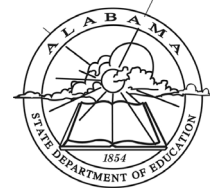




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

August 14, 2025

MEMORANDUM

TO: County and City Superintendents
FROM: Eric G. Mackey *Eym*
State Superintendent of Education
RE: Request for Federal Funds (ES-2)

This memorandum is to remind you of the importance of submitting in a timely manner the monthly Summary of Federal Funds (Form ES-2) for the month ending August 2025.

For federal funds not paid through e-GAP, the applicable ES-2 form with your original signature should be in our office by August 25, 2025, to ensure payment before the end of the fiscal year.

For e-GAP 2.0 funds, the requests with all LEA-level approvals should also be completed by August 25, 2025.

★ Due to the state fiscal year closeout process and deadlines set by the State Comptroller's Office, requests for funds that are received later than this deadline may not be processed for payment until after October 1, 2025. However, reimbursements for any remaining expenditures for the fiscal year ending September 2025 can still be requested after September 30, 2025, as long as it is before the federal grant closure. More information regarding the final grant request deadline will be forthcoming as we get near the federal grant closeouts.

Please note that if you have an unapproved systemwide budget amendment that includes carryover, we will not be able to process any payment for carryover until after it is approved. If you submit your ES-2 timely, but the amendment is still not approved, then those funds cannot be disbursed to you, and you may only request reimbursement of current year funds.

Your cooperation in this matter is appreciated. If you have any questions, please call your assigned accountant at (334) 694-4617.

EGM/AW/NS

cc: Chief School Financial Officers
LEA Accounting

FY25-3043

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