



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 15, 2024

MEMORANDUM

TO: City and County Superintendents
FROM: Eric G. Mackey *EJM*
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 2024.

For federal funds not paid through e-GAP, the form with your original signature should be in our office by August 23, 2024, 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 23, 2024.

Due to the state fiscal year closeout process and deadlines imposed 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, 2024. For reimbursement of your remaining expenditures for the year ending September 2024, mail the ES-2 or approve through e-GAP 2.0 as soon as possible after year-end. More information regarding the final grant request deadline will be forthcoming.

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. For ARP ESSER grants that were permitted to carry over into FY24, the budget amendment approval is not required, but the FY23 financial statement, FY23 e-GAP 2.0 Federal Expenditure Report approval, and FY24 e-GAP application amendment are essential for payment of carryover funds.

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

EGM:BTP:NS

cc: Chief School Financial Officers
LEA Accounting

FY24-3050

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