

## LOCAL EDUCATION AGENCY (LEA) CALENDAR

### August

- Receive Final State Funding Reports for funding allocation from CTE
- Submit Final Narrative Reports due for Basic Grant projects ending June 30
- Submit Final Cash Management Reports for federal projects ending September 30 by August 18
- Submit applications for CTE State Block Grant

### September

- Submit Cash Management Reports for next month's federal payments by September 18
- Submit Completion Reports for projects ending June 30 by September 30
- Submit Annual Program Evaluation results to CTE for prior year by September 30

### October

- Submit Cash Management Reports for next month's federal payments by October 18
- Conduct Student Graduate Placements surveys for graduates from prior year (October through December)
- Online system for Performance Measures- Placement opens for input
- Receive 40th Day Course Enrollment reminder letter from CTE

### November

- Submit electronic 40th Day Course Enrollment Reports to CTE by November 12
- Submit Final Narrative Reports due for Basic Grant Projects ending September 30
- Submit Cash Management Reports for next month's federal payments by November 18

### December

- Receive 40th Day Course Enrollment Verification Reports from CTE
- Submit Cash Management Reports for next month's federal payments by December 18
- Submit Completion Reports for projects ending September 30 by December 31
- Complete Placement Surveys by December 31

### January

- Submit Notification of Intent (NOI) forms by January 1
- Online system for Performance Measures- Participants/Concentrators opens for input
- Submit 40th Day Course Enrollment Verification Signature page(s) and electronic corrections to CTE by January 14
- Submit Midyear Narrative Reports due for Basic Grants ending June 30
- Submit Cash Management Reports for next month's federal payments by January 18

### February

- Receive 100th Day Course Enrollment reminder letter from CTE
- Submit Cash Management Reports for next month's federal payments by February 18
- Ensure proper Teacher Certification is in place for Current Fiscal Year by the end of February

## **March**

- Submit 100th Day Course Enrollment Reports to CTE by March 4
- CTE closes the online system for Course Enrollment, March 7-20
- Submit Cash Management Reports for next month's federal payments by March 18
- Receive 100th Day Course Enrollment Verification Reports from CTE
- CTE opens online system for Course Enrollment on March 21
- Receive CTE Annual Program Evaluation and Performance Measures certified letter from CTE
- Submit amendments for all projects ending June 30 by March 31

## **April**

- Submit 100th Day Course Enrollment Verification Signature page(s) to CTE by April 15
- Submit Electronic Text File for Performance Measures Placements to CTE by April 15
- Submit Online Performance Measures Placement Surveys to CTE by April 15
- Submit Placement Verification Reports by April 15
- Submit Cash Management Reports for next month's federal payments by April 18

## **May**

- Submit Final Cash Management Reports for federal projects ending June 30 by May 18
- Submit Basic Grant Application for Substantial Approval by June 1

## **June**

- Submit Desk Monitoring Reports as specified by Basic Grant Specialist (prior to final grant approval)
- Final deadline for complete basic grant components (objectives, detailed expenditures) to be submitted to ADE/CTE June 22
- Submit Concentrators Verification Signature page(s) and electronic corrections to CTE by June 10
- Submit Final online corrections, adjustments and additions to Performance Measures Concentrators by June 10
- CTE closes the online system for Concentrators and Placements on June 10
- Submit Participants Verification Signature page(s) and electronic corrections to CTE by June 17
- CTE closes the online system for Participants on June 17
- Receive Preliminary State Funding Reports for funding allocation from CTE
- Submit Basic Grant Amendments for projects ending September 30 by June 30

## **July**

- Submit Preliminary State Funding Report Response to CTE by July 22 – all 40th and 100th Day Course enrollment corrections and Exemption Requests filed for funding allocations
- Submit Cash Management Reports for next month's Federal payments by July 18