TO: Strategic Initiative Program Managers and Fiscal Managers

RE: **Due Dates for Payments- Strategic Initiative Grants (HB 3232 and 3233)**

DATE: May 4, 2015

**Grant fund activities for strategic initiatives (HB 3232 and 3233) end on June 30, 2015 when the biennium ends**. This means, except in approved instances, services must be rendered and supplies must be received by June 30. Thank you to those of you who plan on completing your entire 2013-2015 strategic initiative grant fund activities by this date. However, ODE understands some strategic initiative grantees are planning on using grant funds to provide summer programs for students, educators, and others that are crucial to meeting declared outcomes. Because some grantees did not receive funding in time to support programs at the beginning of the 2013-2015 biennium (Summer of 2013), grantees with summer program and activities (Summer of 2015) need advanced payments to ensure operation of the programs in the 2015 summer months can occur.

All Strategic Initiative grantees must choose an option below and the associated due dates:

Option A: If you do **not** plan on having 2015 summer activities associated with your grant

* ***On or before May 15, 2015***: Verify receipt of this email to your ODE Grants Manager to indicate all grant activities will be completed by June 30, 2015.
* ***June 30, 2015***: All grant activities MUST be completed.
* ***On or Before August 15, 2015***: Submit final claims to ODE.

**No funding will be provided for activities rendered after June 30 2015, and no claims will be reimbursed if submitted after August 15, 2015.**

Option B: If you plan on having 2015 summer activities associated with your grant

* ***On or before May 15, 2015***: Verify receipt of this email to your ODE Grants Manager.
* ***By May 15, 2015***: Submit to ODE for review and approval all planned summer activities including spending plan or estimates that support the declared outcomes of the grant.
* ***Before June 30, 2015****:* If activities are approved, access advanced payment through the Electronic Grant Management System (EGMS) for approved summer activities.
* ***June 30- Sept. 30, 2015***: **Summer activities MUST be completed by September 30, 2015.**
* ***On or before Dec. 15, 2015***:Reporting on summer activities and final reconciliations of expenditures (accounting report) and repayment of any excess advances must be made by the grantee to ODE **no later** than December 15, 2015**.**

**No funding will be provided for activities rendered after September 30 2015, and all advanced payments must be reconciled by December 15, 2015.**

Please note the advancement **is not an extension of biennium funds!** These are your remaining grant funds from the 2013-2015 biennium to be utilized for summer programs.

**Questions?** Please contact your ODE Grants Manager. For complete list of ODE Grants Managers [click here](http://www.ode.state.or.us/superintendent/priorities/fund-managers-for-strategic-investments-2013-2015.xlsx) .