

MEMORANDUM

TO: District Superintendents
District Business Officials

FROM: Melanie S. Cooper
Finance Director

DATE: May 20, 2025

RE: Fiscal Year 2025 Federal Grant Close Out

Budgets

All budget amendments and/or new budgets for all grants expenditures that will be incurred on or before June 30, 2025, must be entered into GAPS no later than **Monday, August 4, 2025**, unless an earlier deadline is referenced on the GAN. No amendments will be allowed for these funds from August 4, 2025, through August 15, 2025. Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

Expenditure Claims

Expenditure claims in GAPS for expenditures from July 1, 2024, through June 30, 2025, received after **August 15, 2025**, will not be paid. **This deadline will be strictly enforced.** Expenditure claims in GAPS must have a status of "Submitted to SCDE Finance" by August 15. Ensure your Finance Approver has approved your claims by August 15.

- If your grant requires an **earlier** Final Report Date listed on your GAN, then that is the date you must have all your expenditure claims submitted to Finance at the SCDE.
- If your grant has a Final Report Date listed on your GAN **later** than August 15, you must still submit your claims for all expenditures through June 30, 2025, by August 15. Claims for expenses from July 1, 2025, onward can be submitted by the Final Report Date listed on your GAN.

If you have any questions or need additional information, please email Sequoyah B. Williams at sburden@ed.sc.gov.