CTE Directors Calendar

Even Year 2024		Odd Year 2025	
Month	**Project/Task Due Date**	**Month**	**Project/Task Due Date**
July	Start of New Fiscal Year – 1st Finalize Grants	January	Announce Reserve Grants IN Consolidated Annual Report – 31st
August	Late Non-Standard Course/Licensure Waiver PY 24-25 – 30th Liquidation Date for FY23 Basic Funds – 31st	February	Spring Count Day – 1st Local Application Open – Feb 14th Improvement Plans – 28th Awards for Excellence Nominations – 28th
September	Certification Exam Submission – 1st Final Invoice Submissions for FY23 Basic Funds – 30th Final Invoice Submissions for FY22 Reserve Funds – 30th Phase I Monitoring – Annual Review	March	Local Application Update – 31st Phase III Monitoring – Site Visits
October	Count Day – 1st End of FY 23 Grant Report – 4th Enrollment submissions – 16th & 30th	April	Asset Request (PEAR Form) Deadline – 30th Phase III Monitoring – Site Visits
November	Reserve Grant Applications Deadline – 8th Phase II Monitoring – Digital Audits	May	Awards for Excellence – 1st week of May Adoption/Waiver Forms for PY 25-26 – 30th
December	Completion Data PY 23-24 – 15th Phase II Monitoring – Digital Audits	June	Return GAN – 15th Spring Completion Data – 16th Obligations for FY24 Basic Funds – 30th Obligations for FY23 Reserve Funds – 30th