

## **Grant Administration and Support Office 2023–24 Justification for Late Expenditure Report**

**Program Type:**

**American Indian Education Center Name:**

As a requirement of receiving grant funds, American Indian Education Centers (AIECs) must submit four Expenditure Reports (ERs) each year. The deadlines for the 2023–24 AIEC and Tobacco-Use Prevention Education ERs are as follows:

- ER 1: February 11 (covers October 1 – December 31, 2023)
- ER 2: May 11 (covers January 1 – March 31, 2024)
- ER 3: August 11 (covers April 1 – June 30, 2024)
- ER 4: November 10 (covers July 1 – September 30, 2024)

AIECs that do not meet these required deadlines must complete this form. Please select which ER this justification covers:

ER 1

ER 2

ER 3

ER 4

In narrative form, please explain why the ER has not been submitted by the due date:

Please submit a signed copy of this form to your CDE Fiscal analyst at [JCooper@cde.ca.gov](mailto:JCooper@cde.ca.gov) no later than February 28, 2024 (for ER 1), May 31, 2024 (for ER 2), August 31, 2024 (for ER 3), or November 30, 2023 (for ER 4).

**Program Coordinator Name:**

**Program Coordinator Email:**

**Program Coordinator Signature:**

**Date Signed:**

**Program Fiscal Contact Name:**

**Program Fiscal Contact Email:**

**Program Fiscal Contact Signature:**

**Date Signed:**