



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

AUG 27 2008

Dear State Directors for Career and Technical Education:

I am pleased to announce that the Office of Vocational and Adult Education (OVAE), Division of Academic and Technical Education (DATE), will sponsor a Financial Management Institute (FMI). The session will be held on October 17, 2008, in the Barnard Auditorium of the Lyndon Baines Johnson (LBJ) U.S. Department of Education (Department) Office Building, 400 Maryland Ave, S.W., Washington D.C., 20202.

The purpose of the FMI is to provide a forum for state financial management personnel to develop a better understanding of the Department's financial processes and requirements. Proposed agenda topics are indirect costs, time distribution, financial reporting, maintenance of effort/matching, high unobligated balances, drawdowns, and the Grants and Administration Payment System (GAPS). The tentative agenda for the FMI is enclosed.

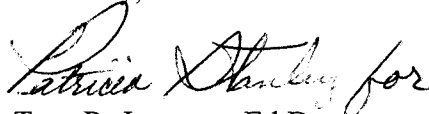
This event continues the Department's tradition of offering financial management training for state financial and audit resolution staff. I strongly encourage you to send staff who are responsible for the financial management of secondary and postsecondary grants pursuant to the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and its predecessor legislation.

Two representatives from each state are invited to attend. Our office is pleased to cover the costs for one representative from each state, which will include airfare, ground transportation, lodging for one night, and per diem based on the Federal GSA guidelines and the Department's budget.

To register your state's representative(s), please visit www.ovae.org/fmi/. Please contact Nancy Essey at nancy.essey@ed.gov or Sterling August at sterling.august@ed.gov if you have any questions regarding this event.

We appreciate your commitment to upholding your state's fiduciary responsibilities in administering your Perkins grants. We look forward to an informative session in October.

Sincerely,


Troy R. Justesen, Ed.D.

Enclosure

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202
www.ed.gov

Our mission is to ensure equal access to education and to promote educational excellence throughout the nation.