From:	Jenkins, Lorri </O=STATE OF ILLINOIS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=LORRI.JENKINS>
Sent:	Thursday, November 8, 2012 5:44 PM
To:	Irving, Toni <Toni.Irving@Illinois.gov>
Subject:	NRI Closeout

Hi Toni,
The NRI team and I are working on completing the closeout process for our grantees. We have required them to submit receipts for the 4th quarter for all expenditures. That said, we will need 2-3 temps for 30 days to assist with reconciliation of reports so that we can determine spent and unspent amounts for all 176 grantees. We had cubicles equipped with phones and computers designated for us in the area formerly occupied by CMS on the 4th floor.

Please let me know what I need to do to secure the aforementioned resources. The temps should start no later than November 28th, as the majority of reports are due on November 30th and we'll need time to train them.

Thanks,
Lorri

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