ADE Grants Management – HOPE Training

Presenter: Kristen Heck and Holly Drennan

Agenda

Reimbursement Request

Completion Reports

Expired Funds

Questions

Reimbursement Requests(RR)

- **Funding Application** is in Director Approved status
- **Previous RR** is in ADE Accounting System Paid status
- Requesting **20%** and more of allocation: justification in History Log and Expenditure Summary Report in Related Documents
- **Important Dates**:
  - GME RR cut off 06/24/2021.
    - FY21 Grants for projects ending 06/30/21 all RRs must be submitted and approved by Remaining funds may be disbursed on CR if Grant is not a State Reverting Grant.
    - For Grants ending 09/30/21, RRs must be submitted and approved by and RR will resume on 07/01/21
  - 07/01/21, FY22 Grants Project begin and RRs are available

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Completion Reports(CR)

- Funding Application (including Revision) must be in Director Approved status
- All RRs must be in ADE Accounting System Paid status
- RRs in daft started will need to be deleted
- Documentation is required in support of expenditures recorded; upload the Expenditure Summary Report in CR Related Documents
- If requesting 50% or more of the allocation to be reimbursed in CR, you need to provide justification in History Log
- CR must be completed within 90 days after the project end date
- If not submitted, GME will place Programmatic Hold for subsequent FY
- After additional 15 days, your LEA may be placed on Global Hold

Expired Funds

- Funds allocated on the FY19 and FY20 sources will expire 09/30/21, with a 90-day liquidation period
  - All obligations must be paid out by 12/30/21
  - FY19 and FY20 funds cannot be used on anything obligated after 09/30/21
  - FY19 and FY20 funds Carry Over funds into FY22, have to be obligated by 09/30/21, and RRs must be paid by 12/30/21
  - FY19 and FY20 funds cannot be carried over after 12/30/21
  - FY19 and FY20 unpaid allocations will be forfeited from the FY22 Funding Applications in January 2022

ADEConnect

- ADESupport Call Center
  602-542-7378

- ADESupport Email
  adesupport@azed.gov

Grants Management Staff

- Grants Management Hotline
  602-542-3901

- Grants Management Email
  grants@azed.gov

Grants Management Resource Library

- Fund Alerts

- GME User Resources/Training

- Program Area Resources

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