



ESS Office Hours

Program Management

May 2026

May Updates

Important Dates

03/01/26: FY26 IDEA Maintenance of Effort Compliance Test opened

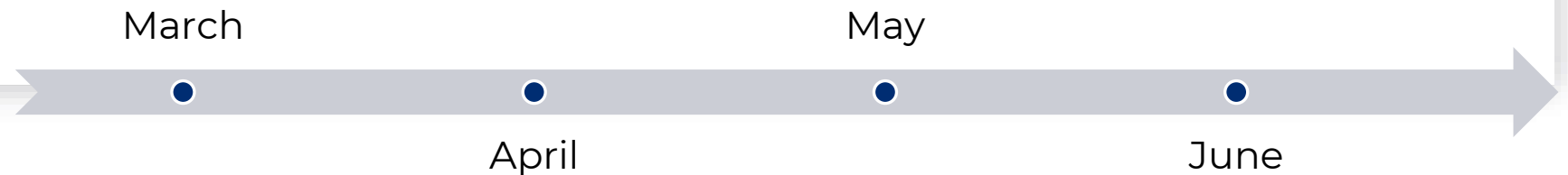
03/31/26: FY26 IDEA MOE Compliance Test Closes

04/02/26: FY27 funding applications open in Grants Management Enterprise (GME) System

04/01/26: FY27 IDEA Statement of Assurances Opens, due 06/10/26

5/30/2026 The reverting of the prior year Proportionate Share Memo.

6/30/2026 Indirect Cost Due now must be requested and submitted



New Items for Fiscal Year 2027

Monitoring Grant

- Monitoring assistance funding has transitioned from an IGA contract to a grant application. We are ahead of schedule and have successfully uploaded the Monitoring Assistance grant information into the Grants Management Enterprise (GME) system.

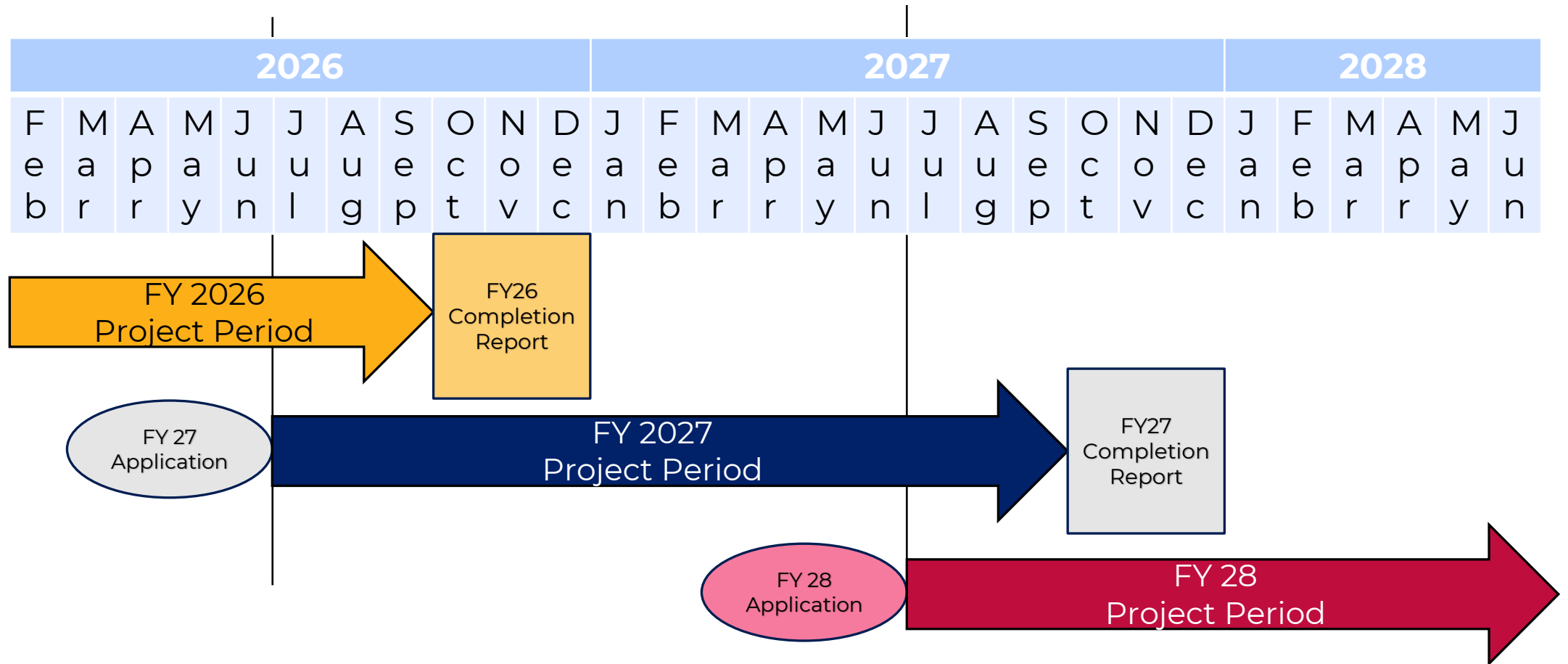
Capital Outlay Worksheet

- The capital outlay worksheet has been removed from the IDEA Part B Consolidated grant application. The work around for the FY26 IDEA Completion reports will be located under Search Supplements, Capital Year End Report.

Indirect Cost

- Place holders are no longer allowed in the IDEA grant application

Timeline of IDEA Grants



MOE Compliance: March 1 to March 31
MOE Eligibility: July 18 to August 15

Announcements from Grants Management

Announcements

Monthly Updates May 2026 (5/1/2026)

2026 State Fiscal Year-End Closeout:

- In preparation for the state fiscal year closeout, as usual, the GME system will temporarily be closed for processing of reimbursement requests. Please make note of the dates below.
- The last day to submit Reimbursement Requests before the state fiscal year closeout will be 6/10/26.
- On 07/02/26, LEAs can resume submitting reimbursement requests for any grants that remain open beyond 6/30/26.
- Advances may be requested for state reverting grants and additional information will need to be provided to substantiate the request. Reimbursement Requests (with or without advance requests) must be received by Grants Management in approvable form no later than 6/10/26. This will be the final opportunity to draw down for state reverting grants (i.e. CTE State Priority, etc.). If you are not sure whether a grant is state reverting, please reach out to the Program Area overseeing the project.
- Drawdown of funds for state reverting grants cannot be done on the Completion Report, and carryover is not allowed.

Completion Reports (CRs): Some CRs are Now Overdue

- CRs for FY25 AZCSP grants that ended on 01/31/2026 are due to ADE in approvable form within 90 days of the project end date.
- CRs for projects that ended on 9/30/2025 were due to ADE in approvable form by 12/29/2025.
- Outstanding CRs for projects that ended on 9/30/2025 are now ineligible for final request for reimbursement.
- Outstanding CRs may result in holds on open projects which will cause delays in processing your reimbursement requests. If you have any outstanding CRs, please submit them or contact your Grants Coordinator for assistance. Please check with your program area to see if carryover is allowed before submitting the CR.

FY27 Indirect Cost (IDC):

- If your organization does not request indirect cost rates prior to 06/30/2026, your organization will not have indirect cost rates for FY27.
- Counties, colleges, and other government offices must request to be added to the Indirect Cost – Counties, IHEs, and Other Gov't supplement in GME via Help Desk. Once added, the entity may apply for IDC directly through the Counties, IHEs, and Other Gov't Indirect Cost option.
- In alignment with the feedback received from our federal partners regarding Arizona's submitted Indirect Cost State Plan, an over-recovery of Indirect Costs in FY25 will reduce the Total Indirect Cost Pool for this year (FY27) and an over-recovery in FY26 will reduce the Total Indirect Cost Pool for FY28.

Maintenance of Effort:

- FY26 Maintenance of Effort testing was completed on 04/1/2026. If you have any questions regarding the correspondence received, please reach out to your assigned Grants Coordinator at 602-542-3901, option 2.

Fiscal Monthly Reports:

- Fiscal Monthly Reports are available by the 15th in your LEA Document Library. Please view these reports each month to see how your LEA is doing with drawing down remaining available grant funding.
- Grants Management recommends submitting regular Reimbursement Requests for all open grants (ideally once a month or more often).

Virtual Technical Assistance:

- If you would like to request 1:1 assistance and support with submitting Reimbursement Requests, Completion Reports, or other processing needs, please contact your assigned Grants Coordinator at 602-542-3901, option 2.

FY25 Single Audit Reporting Package (SARP): Now Overdue

- If your organization has expended \$750,000 or more in all federal funds combined during FY25, the Single Audit Reporting Package was due to ADE with 30 days of receipt from the CPA firm or nine months after your organization's fiscal year end, whichever came first. For organizations with a fiscal year end date of 6/30/2025, the FY25 SARPs were due to ADE by 3/31/2026.
- Organizations with outstanding SARPs have been placed on fiscal hold until the SARP (and associated Corrective Action Plan, if applicable) is uploaded in GME.

Monthly Review

Grants Management Tip (5/1/2026)

Please see below:



Planning for Reimbursement Requests

Percentage of Allocation Paid Out	Q1 July 1– September 30	Q2 October 1– December 31	Q3 January 1– March 1	Q4 April 1– June 30	Q5 July 1– September 30
12-month fiscal period	25%	50%	75%	100%	n/a
15-month fiscal period	20%	40%	60%	80%	100%

IDEA grant funds operate on a 15-month project period, with a 12-month carryover, for a total of 27 months for the obligation. Unspent IDEA funds may roll over to the second fiscal year but must be spent by the period of obligation ends in the 27th month.

Avoiding Expiring Funds for FY25 IDEA

Once the FY25 IDEA Part B Completion Report was approved by ADE Grants Management, the unspent FY25 funds carried over into the FY26 IDEA Part B application. Once the FY26 revision was SEA Director Approved the FY25 carryover funds become available for draw down. The FY25 funds should be completely expended by September 30, 2026, to avoid the funds from expiring.

Grant Name	Amount Unpaid
2025 IDEA 611	\$4,585,480.96
2025 IDEA 619	\$388,399.70

Funding Source Data in Project Summary

Funding Sources				
Grant - Award Year	IDEASECBASIC - 2026	IDEASECBASIC - 2025	IDEASECBASIC - 2024	Total
Award Number	H027A250007	H027A240007	H027A230007	
Award Date	07/01/2025 - 09/30/2026	07/01/2024 - 09/29/2026	07/01/2023 - 09/29/2025	
Original	\$260,622.50	\$0.00	\$0.00	\$260,622.50
Incoming Carryover	\$0.00	\$89,510.10	\$0.00	\$89,510.10
Outgoing Carryover	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00
Incoming Interest Carryover	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00
CR Released	\$0.00	\$0.00	\$0.00	\$0.00
Total Allocation	\$260,622.50	\$89,510.10	\$0.00	\$350,132.60
Fiscal Transactions				
Type	Date		Transaction Amount	
Reimbursement Request	11/15/2025		\$66,847.93	
Reimbursement Request	3/4/2026		\$67,935.57	
Total Paid			\$134,783.50	

Status of FY26 IDEA Part B Applications

Not Started: 11

Pending MOE Eligibility: 4

Revisions Started: 43

Pending with Director: 35

Director Approved: 499

Full allocations were loaded into the GME in March 2026. PEAs must submit a revision to bring their budget balance to \$0.

High-Cost Child Claims

\$3 million for FY26 Exhausted

HCC Submission Dates

Round for Funding Approval	Submission Deadline
1 st	10/30/2026
2 nd	01/29/2027
3 rd	03/26/2027
4 th	05/28/2027

The HCC Claims are competitive funding applications.

PEAs shall not exceed \$75,000 for claims approved.

PEAs should submit no more than 1 HCC Claims per submission round.

PEAs must submit at least one GME reimbursement request against their FY27 IDEA Part B funds in order to have their HCC claim be considered for approval in Round 1.

FY26 Fiscal Monthly Reports

Grants Management has rolled out a report to help PEAs keep track of all funding applications.

Find the new monthly reports in the LEA Document Library

- FY26 Fiscal Monthly Reports
 - Quarter 4
 - April

Funding

Reimbursement Requests

Project Summary

LEA Document Library

Address Book

Contact ADE

Grants Management Resource Library

Help

GME Sign Out

Rodriguez, Tanya

Production

Search Folders

LEA Document Library [Expand All] [Collapse All]

2026

Folders

+

 Affirmation of Consultation with Tribal Representatives

+

 Approval to use 1003 funds

+

 Capital Equipment Classification

+

 Charter Questionnaire/Assurances and Org Charts

+

 ESEA Assurances

+

 Fiscal Monitoring

-

 FY26 Fiscal Monthly Reports

Folders

+

 Quarter 1

+

 Quarter 2

-

 Quarter 3

Documents

+

 January Report

+

 February Report

-

 March Report

+

 Document History

Document Name	Date Created	Created By	Date Modified	Modified By
FY26 Monthly Report March	4/10/2026 9:10:28 AM	Jenny Young	4/10/2026 9:10:28 AM	Jenny Young

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 Quarter 4

How Much Should I Draw Down Each Quarter?



Grants Management Monthly Report

Quarterly Targets
By October 2024 - 22% of funds drawn down
By January 2025 - 45% of funds drawn down
By April 2025 - 67% of funds drawn down
By July 2025 - 90% of funds drawn down

The GM team recommends you draw down 67% of the allocation by April 2026.

With a target for July 2026 being 90%.



Grants Management Monthly Report

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Your Grants Coordinator is: Jenny Young

Phone Number: 602-542-3901 option 2

Proj End Date	Grant	Funding Application Approved	Allocation	Remaining	Next Steps
6/30/2026	School Safety Program - Continuation	☒	\$218,729.64	\$163,506.54	Increase the pace of drawing down funds.
6/30/2026	21st CCLC Yr 3	☒	\$120,000.00	\$74,207.09	Increase the pace of drawing down funds.
9/30/2026	Section 619 - Preschool Subgrants to LEAs	☒	\$1,326.84	\$556.84	Increase the pace of drawing down funds.
9/30/2026	Title I LEA	☒	\$118,967.01	\$32,537.01	Great Job! Keep drawing down funds.
9/30/2026	Section 611 - Subgrants to LEAs	☒	\$76,092.04	\$13,092.04	Great Job! Keep drawing down funds.
9/30/2026	Title IV-A Student Support & Academic Enrichment	☒	\$20,000.00	\$1,745.92	Great Job! Keep drawing down funds.

Important Links to Add to Bookmarks

[ESS Program Management web page](#)

[Allowable Costs Under the IDEA](#)

[ADE Budget Narrative Guidance](#)

[Budget Planning Tool](#)

[ESS Summary Claim Template](#)

[USFR for Charter Schools](#), [USFR for School Districts](#)

Contact Us

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Director of Finance:

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IDEA Monitoring Assistance:

[Rocio Munoz](#) 602-542-0610

Administrative Assistant

[Jayden McGriff](#) 602 – 542 -2975

PEA Name Starts With	Program Specialist	Number
A – B,V - Z	Nancy Chavarin	602-542-3270
C - H	Maria Durazo	602-542-3057
I - M	Carol Bush	602-542-0709
N - U	Tanya Rodriguez	602-542-4610