TITLE II-A USE OF FUNDS SURVEY

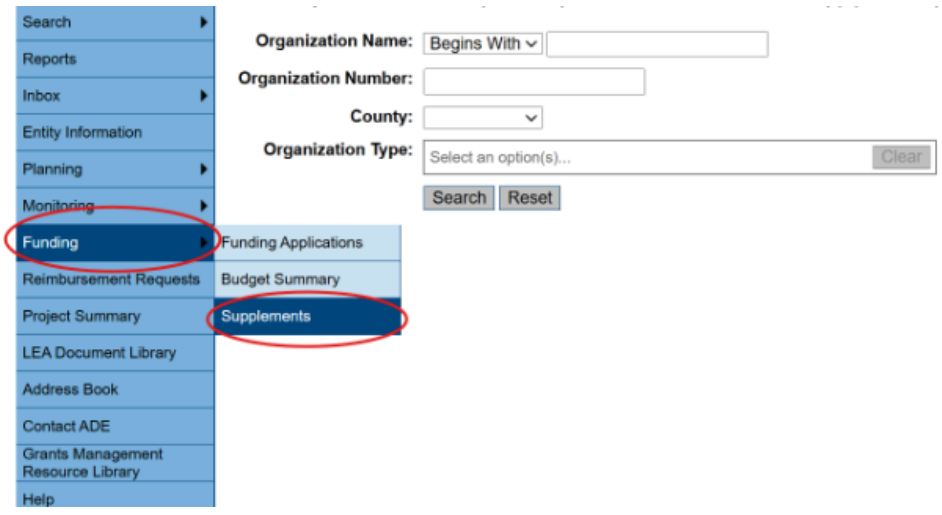
Completion of the survey is required for all applicable LEAs receiving Title II, Part A funds and serves as a required component of annual grant administration and program closeout activities.

Pursuant to the **Elementary and Secondary Education Act (ESEA)**, as amended by the **Every Student Succeeds Act (ESSA)**, all Local Education Agencies (LEAs) must submit their Title II-A Use of Funds report through the Grants Management Enterprise (**GME**) system. Failure to comply with these federal requirements may result in a **programmatic hold** on associated funds and/or the initiation of a formal **Corrective Action Plan**.

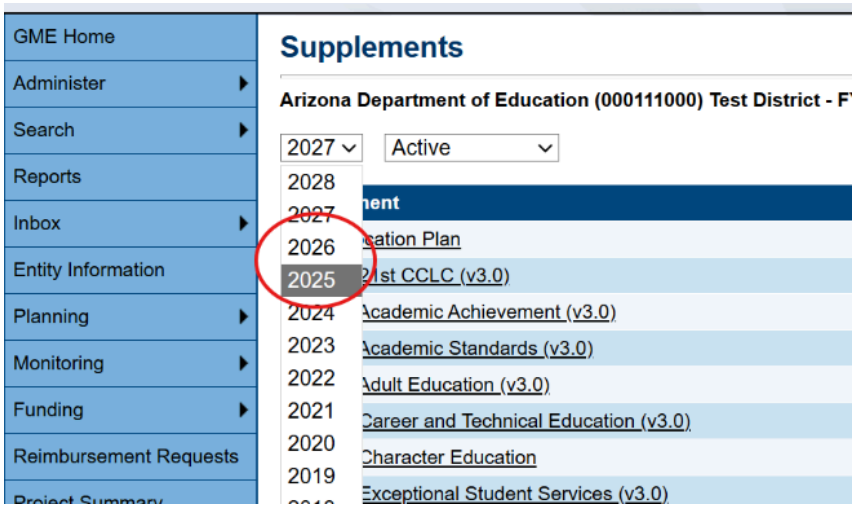
Accessing the Survey

To begin the reporting process, navigate to the GME portal. Please follow the user-role instructions provided for your specific account type. Ensure you are authorized to view and submit federal compliance surveys. Users assigned to the LEA Business Manager and LEA Title II-A Use of Funds Update roles automatically have access to the Title II-A Use of Funds survey. If the individual responsible for completing the survey does not currently hold one of these roles, the LEA should follow the standard role modification process by submitting a support ticket through the support link available within Grants Management Enterprise (GME) for assistance. This will ensure that the appropriate staff member has the necessary access to complete and submit the survey.

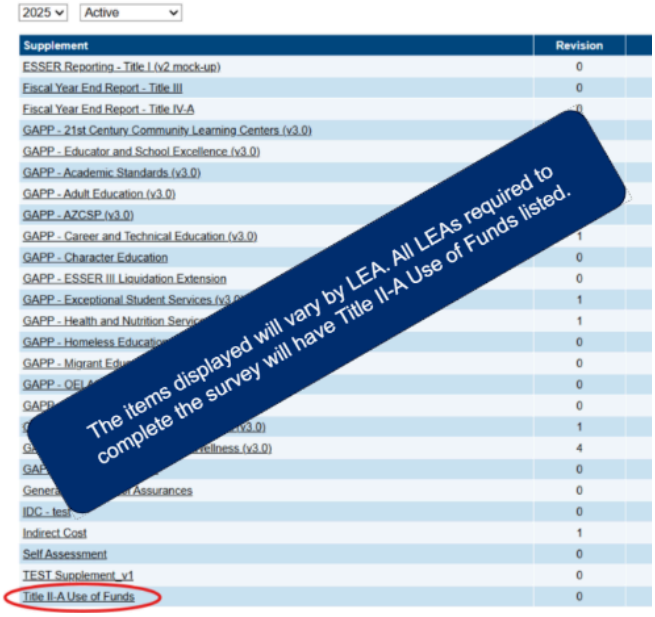
1. Select the **Funding and Supplements** tab from the navigation menu.



2. Locate the fiscal-year dropdown menu. You must select **FY2025/FY2026** to ensure the correct reporting template is populated.



3. Navigate to the compliance section and select **Title II-A Use of Funds**. Proceed to select the survey link to initiate the questionnaire.



Survey Instructions

- Complete all fields marked with an asterisk (*).
- Please refer to the accompanying question guide/table on the page within GME to determine which questions are applicable to your LEA.
- Not all districts will be required to answer every question.
- All LEAs must complete Question 1 before proceeding to any subsequent questions. Responses to Question 1 to determine which of Questions 2-13 apply to your LEA.
- The survey must be submitted for fiscal years 2025 and 2026.

Assistance & Support

If you encounter technical difficulties or require clarification on programmatic requirements, please reach out to the ADE Academic Achievement Team:

- **Email:** ESEA@azed.gov
- **Phone:** (602) 364-1958

Summary of Procedures

This document has outlined the mandatory steps for Title II-A reporting for the 2025 and 2026 fiscal years. Compliance is **required**; ensure all data reflected in survey questions 1 through 13 is accurate and aligned with your LEA's approved applications in GME. Submission must occur no later than **December 31, 2026**.