



State of Arizona
Department of Education



Office of English Language Acquisition Services

May 30, 2017

Dear Superintendent / Title III Coordinator / ELL Coordinator / ELL Main Contact:

Subject: Substantial Approval, Obligations, and Pre-Award Cost Approval

Information regarding federal requirements for obligating federal grant funds was recently communicated to all Arizona Local Education Agencies (LEAs) by the Arizona Department of Education (ADE). The Office of English Language Acquisition Services (OELAS) wants to ensure all Title III subgrantees understand this regulation in Uniform Grant Guidance (UGG) and the impact it will have on the process of applying for and spending Title III grant funds. We have created a list of FAQs to clarify questions you may have based on the May 10, 2017 communication sent by the ADE. A copy of that communication is attached for your reference.

Q: What does it mean to be **substantially approved**?

A: A funding application is considered to be substantially approved on the date when the status is changed to LEA Authorized Representative Approved **IF** the application is compliant with all grant requirements **AND** is determined to be approvable by the Program Area. The substantially approved date may differ from the date a funding application is approved by the SEA Director.

Q: What if my LEA incurs approvable expenses before the substantially approved date?

A: For FY 2018 applications, an LEA must include the Pre-Award Cost Request Form with the submission of their original grant application in order to request approval for expenditures or obligations incurred prior to substantial approval date. Expenditures or obligations prior to July 1, 2017 cannot be included in pre-award costs as they are considered outside the period of availability.

Q: My funding application was returned to me for changes. How does that impact the substantially approved date?

A: Each time a funding application is returned to an LEA for changes, it resets the substantially approved date to the next time the application's status is changed to LEA Authorized Representative Approved **AND** the application is in an approvable state.

Q: Does the substantially approved date impact Application Revisions?

A: The substantially approved date applies to the Original Application. Application Revisions can be submitted as often as necessary throughout the project period and will not change the substantially approved date.

Q: What is the anticipated time frame for OELAS to review funding applications?

A: OELAS Program Specialists will work diligently to ensure grant applications are processed in a timely manner. All funding applications will continue to undergo a fiscal review and a programmatic review with each submission.

Diane M. Douglas, Superintendent of Public Instruction

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Q: Where can I find the substantially approved date in Grants Management Enterprise (GME)?

A: This information is located in the Reimbursement Request section of GME. The date will be listed on the Project Summary page.

Q: How will OELAS help LEAs adjust to these regulations?

A: Due dates and deadlines will be revised to open FY 2018 Title III and Emergency Immigrant grant applications as soon as possible after the federal award announcement to allow LEAs to apply early. The FY 2018 project period will be extended to 15 months to give LEAs more flexibility in spending. FY 2018 important dates are included below.

FY 2018 Title III Project Period: July 1, 2017 through September 30, 2018

FY 2018 Projected Application Open Date: July 15, 2017

FY 2018 Original Application and Integrated Action Plan Submission Deadline: October 1, 2017

FY 2018 Application Revision and Reimbursement Request Approval Deadline: September 30, 2018

FY 2018 Completion Report Submission Deadline: December 19, 2018 (This date allows for Completion Reports to be approved and funds to be liquidated within the required 90 days following the project end date).

Q: What additional support will OELAS provide to LEAs throughout the year?

A: For FY 2018 and moving forward, OELAS has divided all LEAs in the state into seven regions. One Education Program Specialist will be assigned to each region to enable customized support for LEAs. Education Program Specialists will provide technical assistance, professional development, programmatic assistance with funding applications and Integrated Action Plans, and will lead on-site monitoring visits.

Q: Where can I learn more about this obligation timeframe regulation and other federal regulations?

A: Uniform Grant Guidance (UGG) and Education Department General Administrative Regulations (EDGAR) are the best resources for LEAs to reference for regulations surrounding federal grant spending. LEAs are also strongly encouraged to attend the EDGAR workshop referenced in the May 10, 2017 communication from the ADE.

Q: Does this regulation apply to SEI Budget funds?

A: At this time, this regulation only applies to federal funds. The SEI Budget is a state fund; as such, these requirements are not applicable.

OELAS will continue to communicate any additional information regarding this regulation as it becomes available. We are committed to providing you the support you need to effectively administer your Title III program.

Sincerely,



Kate Wright, Deputy Associate Superintendent
Office of English Language Acquisition Services
Arizona Department of Education

Diane M. Douglas, Superintendent of Public Instruction

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