

# Arizona Department of Education Annual Audit Evaluation Forms

## FAQs

**1. Do I have to fill-out the form?**

YES, every sub recipient must complete the audit evaluation form. The Arizona Department of Education (ADE) is required by the federal government to determine which sub-grantees of federal funds are subject to federal audit requirements. Therefore, ADE requires ALL ENTITIES that receive any federal funds passed-through ADE to complete the annual Audit Evaluation form.

**2. Can the form be emailed?**

Yes. Please email it to: [SingleAudits@azed.gov](mailto:SingleAudits@azed.gov)

**3. What is the due date for the Audit Evaluation**

December 18, 2017

**4. Where do I find the CFDA numbers?**

Please go to the following internet address:

CFDA List (ADE Grant Programs ONLY),  
<http://www.azed.gov/grants-management/files/2016/01/ade-cfda-list.pdf>

CFDA List (ALL federal programs),  
<https://www.cfda.gov/>

**5. What if I am a “for profit” company?**

Please complete all the contact information on the Form, check (✓) the **For Profit** box on line item 11, sign and email the form back to us.

**6. What if your Agency is part of the State of Arizona—Single Audit?**

Please complete the form in its entirety. On line item 12, indicate here that your Agency is part of the State of Arizona—Single audit.

**7. How do I know how much Federal Grant Money I’ve expended  
(Note: these are only Federal funds passed-through ADE)?**

ADE Grants Management Enterprise (GME)

You can go to the following internet address: [gme.azed.gov](http://gme.azed.gov)

You will then see a menu where you need to select the Fiscal Year, select the Grant, select your Entity name and select the Project Number. The information provided will then give you the amount of Federal Grant money you have expended for that specific Federal Grant. The GME does not include the following programs (CACFP; NSLP; SBP).

Please contact the Grants Management Department at 602-542-1372 with any questions or comments concerning the implementation or clarification of this process.
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