

# Grants Management Overview

LEA/External Users



# Agenda

- Reimbursement Request Overview
- Completion Report Overview
- Indirect Costs
- Reminders



# Reimbursement Requests

# Before You Begin

Ask yourself:



**Do I have the appropriate User Role?**

*Only the LEA Business Manager can initiate, edit and submit a request*

**Is my original application in Director Approved status?**

*If not, you will not be able to initiate a request*

**Are you prepared to enter all YTD expenditure information?**

*If not, please verify that the expenditure information is cumulative for the entire fiscal year to date*

# Overview of a Reimbursement Request

- RR Submission: Recommended once every 2-4 weeks
- RR Navigation

- Fiscal Year
- Funding Application
- Grant

## Reimbursement Requests

Tempe Union High School District

Public District - FY 2020 -

2020 ▼

Title III LEP ▼

Grant

Title III LEP

- Enter YTD expenditures in Expenditure Details page
- Enter “Fiscal Information As Of” date on Request page
- Requesting **10-19%** of allocation: justification in History Log
- Requesting **20%** and more of allocation: justification in History Log and Expenditure Summary Report from your accounting system in Related Documents

# Advances

Fund Request	
Advance Amount	\$6,500.00
Advance Period	December ▼
Cash Balance on Hand	- \$0.00
Total Amount Requested	\$6,500.00

Justification of Need
Explain need for Advance Amount
<div></div>

- **Advance Requirements**
  - Justification of Need narrative box
    - Why is the advance needed
    - How will the advance be used
    - What is the advance for
    - When Advance will be used
  - Documentation
    - Encumbrance report, purchase order, invoice

# Things to Remember

## Don't Forget:



### **Validation Messages – Warnings & Errors**

Click on the Message and it will direct you to the item needing attention.

### **There are some RRs that require documentation in the Related Documents:**

- RR at 20% and higher (requires expenditure summary report)
- Grant Specific (some grants require invoices or other documentation)

### **Reimbursement Requests cannot be submitted after project end date**

Final reimbursement will take place on Completion Report approval, with the exception of state reverting grants



# Completion Reports



# Overview of Completion Reports

- CR Navigation

- Fiscal Year
- Status
- Funding Application
- CR Draft Started

## Funding Applications

Buckeye Union High School District

) Public District - FY 2019

2019 ▾

All Active Applications ▾

Entitlement Funding Application	Revision	
<a href="#">CTE Federal Perkins</a>	9	
<a href="#">CTE State Priority</a>	6	
<a href="#">ESEA Consolidated</a>	3	
<a href="#">Gifted Education Grant</a>	2	

- CR Role Requirement

- Only **LEA Business Manager** can initiate, edit, and submit CRs

- Before Starting a CR, ask yourself:

- Is Funding Application (including Revision) in Director Approved status
- All RRs are in ADE Accounting System Paid status
- If there is an RR in Draft Started status, you need to delete it
- Are current budget line items reflecting year end expenditures

- Documentation is required in support of expenditures recorded; upload in CR Related Documents
- If requesting 50% or more of the allocation to be reimbursed in CR, a justification is in History Log

# Completion Report Sections

## All Completion Reports will have:

Completion Report page

CR Related Documents

Capital Outlay Worksheet – Completion Report

Completion Report Adjustments page

## Some Completion Reports will have:

CR Program Details

Other Supplemental Information (as required by Program Area)

[View ADE History Log](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All



History Log

[History Log](#)

[Create Comment](#)



Allocations

[Allocations](#)



Contacts

[Contacts](#)



Title III LEP

[Completion Report](#)

[CR Program Details](#)

[CR Capital Outlay Worksheet](#)

[CR Related Documents](#)

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Related Documents](#)



Completion Report

[Completion Report Adjustments](#)



Substantially Approved Dates

[Substantially Approved Dates](#)



Title III LEP Checklist

[Title III LEP Checklist](#)

All

# CR Related Documents

## CR Related Documents

Completion Report status must be **CR Draft Started** in order to upload documents

**Required Documents** must be uploaded in order to submit

Review all **Optional Documents** in the event they are applicable (do not upload the "old" Capital Outlay Worksheet here)

Grants Management Report		Fiscal Year: 2017-2018		Date Range: 07/01/2017 - 09/30/2018		
FUND:	190	TITLE III				
FUNCTION CODE	OBJECT CODE	BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE
<b>INSTRUCTION 1000</b>						
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$3,000.00	\$459.28	\$0.00	\$459.28	\$2,540.72
SUPPLIES	6600	\$23,461.30	\$610.62	\$0.00	\$610.62	\$22,850.68
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB TOTAL</b>		\$26,461.30	\$1,069.90	\$0.00	\$1,069.90	\$25,391.40
<b>SUPPORT SERVICES 2100, 2200, 2600, 2700</b>						
SALARIES	6100	\$61,652.23	\$48,560.36	(\$377.07)	\$48,183.29	\$13,468.94
EMPLOYEE BENEFITS	6200	\$22,344.08	\$22,601.72	\$0.00	\$22,601.72	(\$257.64)
PURCHASED PROFESSIONAL SERVICES	6300	\$11,440.00	\$7,409.40	\$0.00	\$7,409.40	\$4,030.60
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$1,905.00	\$559.12	\$0.00	\$559.12	\$1,345.88
SUPPLIES	6600	\$4,500.00	\$2,134.32	\$0.00	\$2,134.32	\$2,465.68
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB TOTAL</b>		\$101,941.31	\$81,264.92	(\$377.07)	\$80,887.85	\$21,053.46
<b>SUPPORT SERVICES - ADMIN 2300, 2400, 2500, 2600</b>						
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$720.00	\$340.00	\$0.00	\$340.00	\$380.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$1,788.25	\$518.25	\$0.00	\$518.25	\$1,270.00
SUPPLIES	6600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB TOTAL</b>		\$2,508.25	\$858.25	\$0.00	\$858.25	\$1,650.00
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	6600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	6600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL</b>		\$140,986.16	\$92,771.59	(\$377.07)	\$92,394.52	\$48,591.64

	<b>Johnson-O'Malley</b>
	<a href="#">Completion Report</a>
	<a href="#">CR Related Documents</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Details</a>
	<a href="#">CR Capital Outlay Worksheet</a>
	<a href="#">Related Documents</a>

- **ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION.**

# CR Capital Outlay Worksheet

## CR Capital Outlay Worksheet

Go To

### Subtotals by Object Code

Object Code	Subtotal
6731	\$ 0.00
6732	\$ 0.00
6733	\$ 0.00
6734	\$ 0.00
6735	\$ 0.00
6736	\$ 0.00
6737	\$ 4,338.40
6738	\$ 0.00
6739	\$ 0.00
0190	\$ 0.00
<b>Total</b>	\$ 4,338.40

- Itemize all capital items purchased in the COW
- Totals for capital items subtotal according to object code
- Object code totals must match totals reported in Completion Report

### CR Capital Outlay Worksheet

Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
1	\$ 4,338.40	\$	6737	Promethean Activpanel Touchscreen for instructions purposes in the Vocational Classes to be shared by all CTE classes	Purchase a mobile (on wheels) Promethean Activpanel Touchscreen for instructions purposes in the Vocational Classes to be shared by all CTE classes \$4,338.40	\$ 4,338.40
Grand Total						\$ 4,338.40

- Capital items over \$5,000 must be Pre-Approved
- Districts required to report all items in Object Code 6700
- Charters required to report all items over \$5,000 in Object Code 0190

# Completion Report Adjustments

**Grant(s)  
Name**  
All grants  
under a  
consolidated  
grant will be  
listed  
individually

**Expenditures**  
Final  
expenditures  
YTD as  
updated on  
Completion  
Report page

**Amount  
Remaining**  
Monies left  
over from  
Expenditures/  
Cash received  
minus  
Allocations

**Pending  
Transaction  
Amount**  
Amount to be  
Reimbursed or  
amount to be  
returned

**Acknowledge  
Carryover Less  
Than...**  
Check box if  
carryover amount  
is less than  
Amount  
Remaining

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
21st CCLC Continuing - Year 5	\$109,404.00	\$39,412.36	\$32,124.11	\$69,991.64	\$0.00	\$7,288.25		<input type="checkbox"/>	0.00

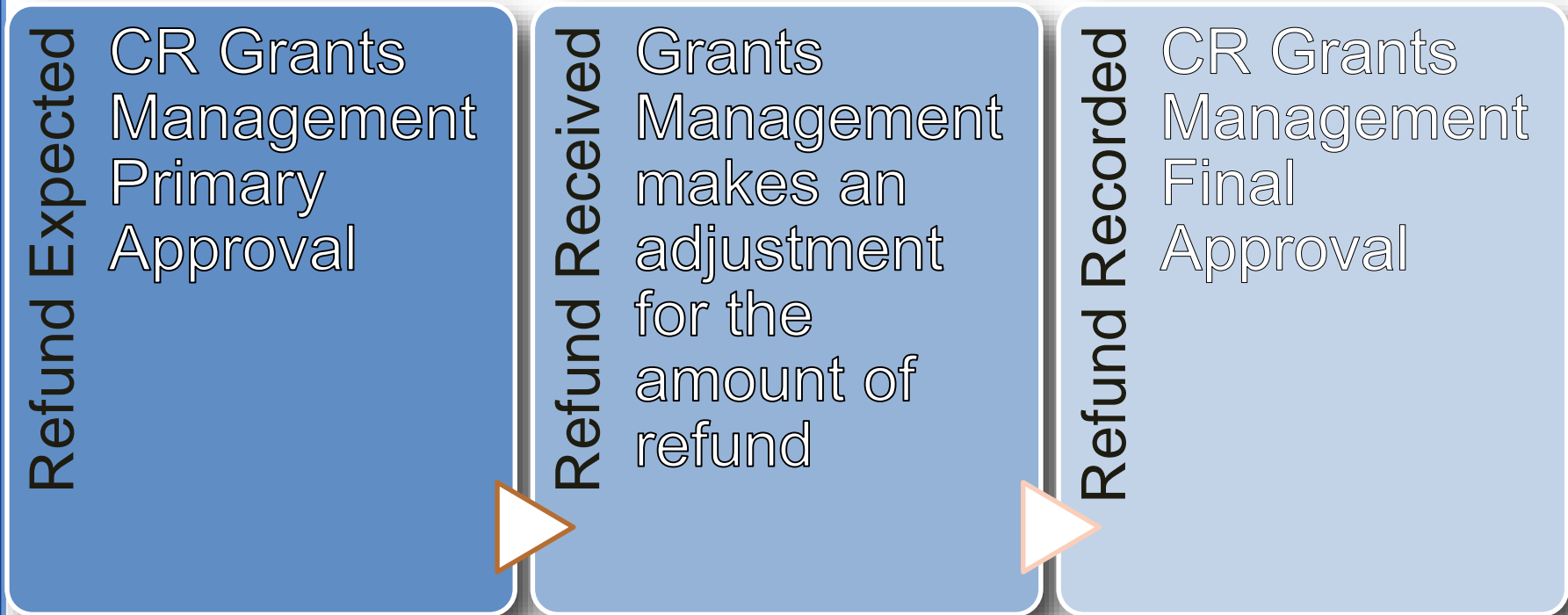
**Allocation**  
Total allocation  
of Funding  
Application

**Cash Received**  
Total monies  
received prior  
to CR by  
Reimbursement  
Request

**Amount to Carry  
Over**  
Enter the amount of  
carryover based on  
remaining balance  
(if applicable)

**Interest Earned**  
Report total  
amount of  
CURRENT year's  
Interest Earned

# CR with Refund - Approval



## Returning Funds:

- Do not return funds until Grants Management has Primary Approved the Completion Report
- Return of Monies Instructions and form can be found on the CR Related Documents page as well as the Grants Management Resource Library

# Interest Earned

## Interest Earned

Report ALL **Interest Earned** for CURRENT year only

Interest earned up to \$500 for all advance payments of Federal funds combined for the fiscal year may be retained by the LEA for administrative expense

Interest earned more than \$500 for all advance payments of Federal funds combined for the fiscal year, Grants Management will send a **Return of Interest Letter** and Grants Management will monitor the collection of interest

# Things to Remember

Don't forget:



You have **90 days after the project end date** in which to submit Completion Reports

Completion Report will not be submitted to ADE until County Business Manager approves (if applicable)

If changes are needed after the Completion Report has been approved by Grants Management, a CR Revision must be requested. Requests are made in the History Log and cc'd to [Grants@azed.gov](mailto:Grants@azed.gov).





# Indirect Costs

# Overview of Indirect Cost Rates

## Indirect Cost

- Indirect costs: “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved” (§200.56).

## Direct Cost

- Direct costs: “costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs” (§200.413).



# Types of Indirect Cost Rates

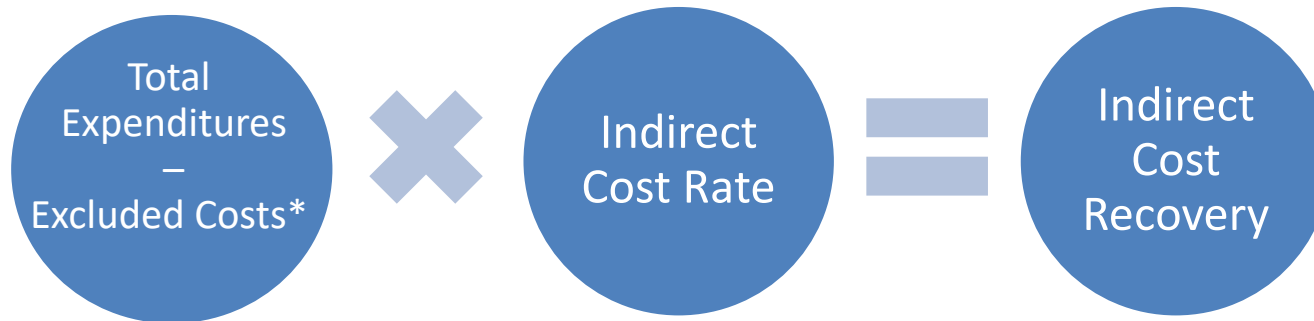
Restricted	Unrestricted
12% Max	25% Max
Used for grant programs to which the <b>supplement, not supplant provision applies</b>	Used for grant programs to which <b>supplement, not supplant, does not apply</b>

- Supplement, not supplant provisions require that grantees use state or local funds for all services required by state law, state Board of Education rule, or local policy and prohibit those funds from being diverted for other purposes when federal funds are available.
- A supplement, not supplant provision applies to all federally and state funded grant programs administered by ADE. Grantees most commonly used the restricted rate.

# Overview of Indirect Cost

- **Accessing the Indirect Cost Application**
  - Click on the Indirect Cost link on the Entity Information page.
- **IDC Role Requirement**
  - Only **LEA Indirect Cost Request Update or LEA Business Manager** can initiate, edit, and submit Indirect Cost request
- For a specific fiscal year rate, actual data from two years prior is used; for example, for a FY2020 rate, data from **FY2018** is used
- In order to ensure Indirect Cost rates prior to March 1<sup>st</sup>, you must **submit your request by February 1<sup>st</sup>**
- Indirect Cost Request should be submitted by June 1<sup>st</sup> of the current fiscal year for approved rate to be applied
- Rates are effective July 1 through June 30 of the fiscal year. An indirect cost rate must be requested every year

# Calculating and Recovering Indirect Costs



- One the Indirect Cost Rate has been negotiated and budgeted, indirect costs can be recovered when requesting reimbursement
- Validations are built into the Reimbursement Request to prevent over-recovery of indirect costs

Indirect Cost	
Total Allocation	\$300,000.00
Budgeted Amount	\$300,000.00
Excludable Costs	\$0.00
Indirect Cost Rate	8.09%
Max Indirect Cost based on Budgeted Amount	\$22,453.51
Max Indirect Cost based on Total Allocation	\$22,453.51

\* Excluded Costs (Capital Outlay, subawards and debt services)

# Reminders

- ✓ Completion Reports for grants ending June 30, 2019 are due September 30, 2019.
- ✓ Completion Reports for grants ending September 30, 2019 are due December 30, 2019.
- ✓ Indirect Cost applications are due February 1<sup>st</sup> to guarantee an approved IDC Rate by March 1<sup>st</sup>.
- ✓ Self Assessment (must be completed before the General Statement of Assurance) – Due May 15th
- ✓ General Statement of Assurance (GSA) - Due May 15th

# Questions?



# Need Assistance?

## ADEConnect

ADESupport Call Center  
602-542-7378

ADESupport Email  
[adesupport@azed.gov](mailto:adesupport@azed.gov)

## Grants Management Resource Library

Program Area Resources & Fund Alerts

GME User Resources/Training

## Grants Management Staff

Grants Management Hotline  
602-542-3901

Grants Management Email  
[grants@azed.gov](mailto:grants@azed.gov)