NEWSWORTHY TRENDS IN GRANTS MANAGEMENT

A Bulletin Board to provide information to applicants and subrecipients of ADE-administered State and Federal Assistance Grants/Projects

November 2006 Update

Annual General Statement of Assurance (GSA) due for Fiscal Year 2007

All sub recipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education. Completion and submission of the GSA is required to receive assistance funding for fiscal year 2007. Click here to view the notification memo.

USDOE Grants Available

Please click here to get information on the following grants available directly from the US Department of Education:
High School Equivalency Program, 84.141A (Under Chart 3, OESE)
Charter Schools Program – Non SEA Planning, Design Implementation, 84.282B (Under Chart 5, OII) Charter Schools Program – Non SEA Dissemination, 84.282C (Under Chart 5, OII)

Qualified Zone Academy Bonds (QZAB)

The Arizona Department of Education still has Quality Zone Academy Bonds available. (The 2004 allocation expires in December of 2006 and the 2005 allocation expires in December of 2007) Please click on the link below for additional information.

http://www.ade.az.gov/schoolfinance/Memos/QZABPacket/

Completion Report Tracking

The Arizona Department of Education now has a report tracking completion reports. This report allows users to view completion report processing and provides real time status updates. Click here to view the notification memo.

Financial and Narrative Completion Report Reminder

The Arizona Department of Education (ADE) is required to assure accountability to the governments of the United States and the State of Arizona for funds received and administered by this agency. To accomplish this end, reporting requirements/deadlines are established for reporting expenditures of grant/project funds. Click here for more information.

County School Superintendent Indirect Cost Methodology Changes

In a memorandum dated January 26, 2004 to the County School Superintendents it was advised that the proposed methodology change plan regarding transaction counts as opposed to warrant counts has been approved by the United States Department of Education. Click here for more information.

Transfer of Disciplinary Records

In a memorandum dated January 8, 2004 schools were advised that "Student disciplinary records, with respect to suspension and expulsion, shall be transferred when a student seeks, intends to enroll, or enrolls in another public or private school". Click here for more information.

Grants Management Web Site Rank Among the Best

Judges from the 2003 Best of the Web contest have named five K-12 and higher education Web sites among the best in the nation for their innovation, Web-based delivery of services, efficiency, and functionality for improved student, faculty and citizen access. Click here for more information.

Cash Management Changes Effective July 1, 2003

The Arizona Department of Education (ADE) has allowed subrecipients to accumulate up to 4.0% cash on hand, otherwise known as the allowable adjusted cash balance. Effective July 1, 2003 the allowable adjusted cash balance will be 0.0% for all federal projects. All other Cash Management guidelines will remain the same. Click here for more information.

Districts and District Sponsored Charter Schools: Did you remember to budget for the County School Superintendents costs?

When applying for FY 2007 program funds using the "on-line" or "hardcopy" applications, don't forget to budget for indirect costs. The indirect costs line item must not exceed the districts or district sponsored charter school's approved indirect rate and must cover the County School Superintendent's (CSS) costs. It is imperative that districts and the district sponsored charter schools work cooperatively with their County School Superintendent's Office in order to ensure that the CSS's indirect charges are paid.

We encourage any district or district sponsored charter schools that have a zero percent indirect rate to apply for a rate. If no rate is requested, the indirect rate for the County School Superintendent's Office should be budgeted so as to cover their costs. The County School Superintendents FY2007 indirect cost rates can be found on the Grants Management Enterprise homepage under 'Indirect cost rates 2007', or click here now.

If you have any questions regarding how to calculate the indirect cost, please refer to the memo that was sent out to districts and CSS offices April 2003. It can be found in the Change in Policy section.

Grants Management Workshops

The Arizona Department of Education (ADE) System Training and Response (STaR) Team in the School Finance Section is available to provide free workshops and one-on-one telephone training to LEAs/PEAs who submit data using ADE online applications. The STaR team supports the entire state from offices in Phoenix, Flagstaff and Tucson. For access to the entire team, please complete our brief, on-line **Request for Training and Assistance** form at http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx

Workshops offered annually throughout Arizona incorporate all aspects of SAIS data uploading, including ADM, ELL and SPED. The System Training and Response Team also provide training and support to other ADE Business Units on their specific applications, **including Grants Management**.

For current workshop scheduling and contact information, as well as in depth information on SAIS, please browse to the STaR website at www.ade.az.gov/schoolfinance/STaR

Change in Policy

FY2004 Cash Management Change

Effective July 1, 2003 the allowable adjusted cash balance will be 0.0% for all federal projects. All other Cash Management guidelines will remain the same. Click **here** to read the memo sent out to all subrecipients in June 2003.

County School Superintendents Claim Process

The CSS offices are no longer to submit their claims to the Arizona Department of Education, effective July 1, 2003. Click **here** to be taken to the memo sent out to districts and CSS offices in April 2003.

County School Superintendents Indirect

Please click here to view the memo regarding districts and counties combining their indirect cost rates.

Helpful Hints

How to view a blank Application

Once you choose an application and click on 'create new' it will direct you to the frames environment where you can begin to fill out the actual application. If you would like to view a blank application in its entirety first you would need to click on the link labeled 'view application' at the top of the left frame. Then, in the right frame a view of a blank application in its entirety will appear. To print just right click in the right frame and choose print.

Understanding Cash Management Reporting/Disbursements

Federal grant applications must show only a **first project payment** (according to 30-day needs: requisitions, encumbrances and/or payroll not to exceed a 30-day period) and place the remaining amount in RSP (remaining schedule payment). Then, in the first month that the project has revenue (either through approved local carryover or via payment from the Arizona Department of Education (ADE), a **cash management report is due**.

The ADE cash management reporting system is a cash advance system. This means the submitted cash management report is used to assess both the project(s) compliance and generate the next disbursement based on the next month's needs (encumbrances) indicated. The submitted report should NOT include encumbrances for the remainder of the month in which you're reporting, because the project would have already received funds to cover that entire month as the prior month's disbursement. Funds will be disbursed as long as no holds exist on the project and the disbursement amount does not exceed the unreleased allocation amount (RSP). The **exception** is during the **last month** of the project, because no payment can be made past the project end date except after approval of a valid completion report. *A report is still due in the last month of the project to assess compliance.*