

# Quick Reference Guide (QRG)



# Substantial Approval Date

LEAs/External Users

This page is intentionally blank

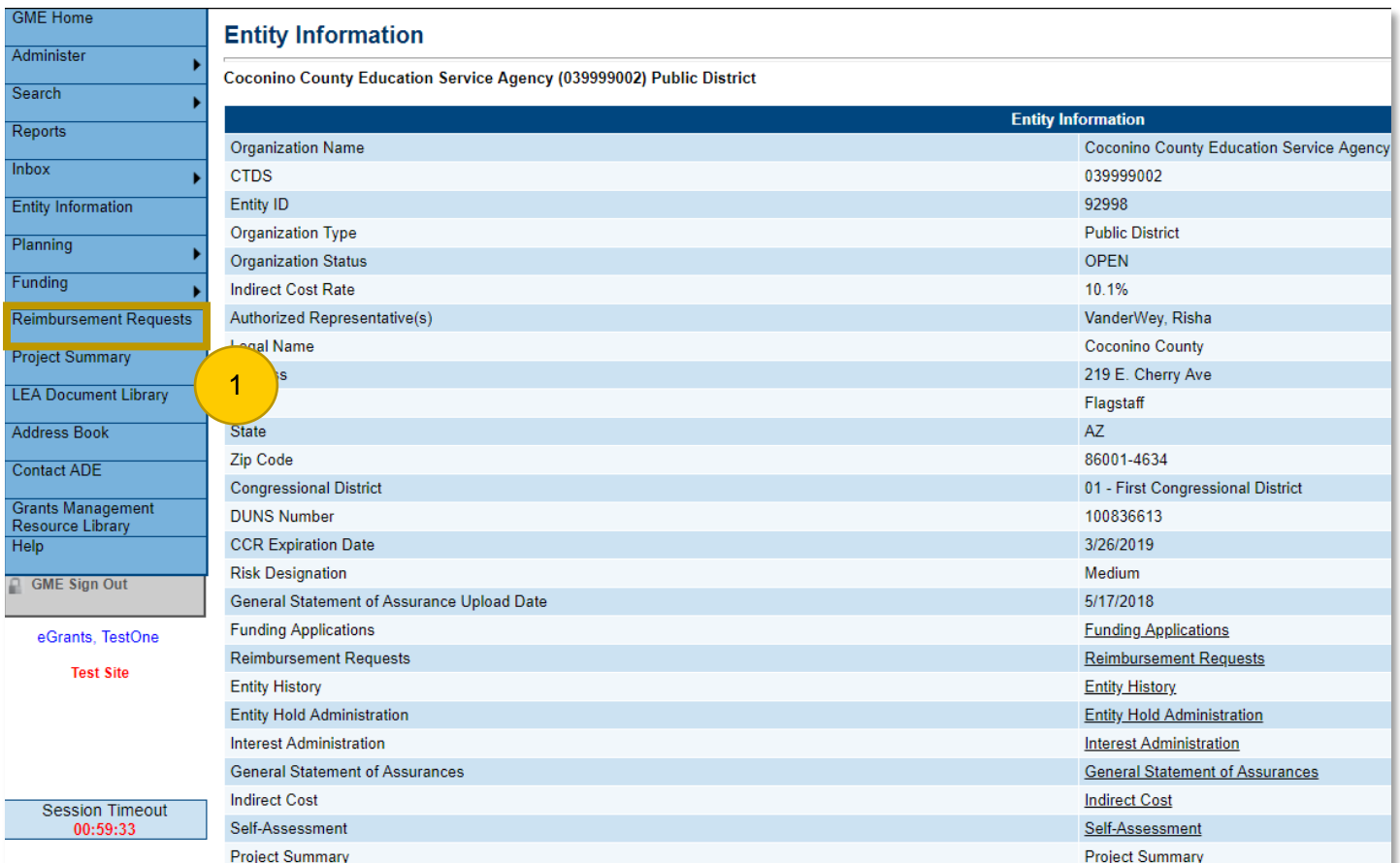
## Substantial Approval Date

- A Funding Application is considered 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 SEA Director of the specific Program Area. The substantially approved date in most cases differs from the date a Funding Application is approved by the SEA Director.

## Viewing Options

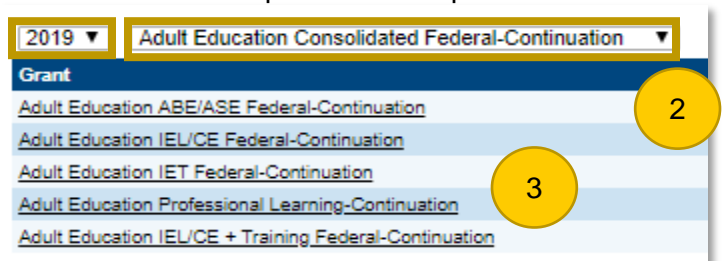
After logging into GME, select your Organization's Name. There are two locations in GME where you can view the [Substantial Approval Date](#) for [Funding Applications](#).

- On the Main Menu, click on Reimbursement Request.



Entity Information	
Coconino County Education Service Agency (039999002) Public District	
Entity Information	
Organization Name	Coconino County Education Service Agency
CTDS	039999002
Entity ID	92998
Organization Type	Public District
Organization Status	OPEN
Indirect Cost Rate	10.1%
Authorized Representative(s)	VanderWey, Risha
Legal Name	Coconino County
Address	219 E. Cherry Ave
City	Flagstaff
State	AZ
Zip Code	86001-4634
Congressional District	01 - First Congressional District
DUNS Number	100836613
CCR Expiration Date	3/26/2019
Risk Designation	Medium
General Statement of Assurance Upload Date	5/17/2018
Funding Applications	<a href="#">Funding Applications</a>
Reimbursement Requests	<a href="#">Reimbursement Requests</a>
Entity History	<a href="#">Entity History</a>
Entity Hold Administration	<a href="#">Entity Hold Administration</a>
Interest Administration	<a href="#">Interest Administration</a>
General Statement of Assurances	<a href="#">General Statement of Assurances</a>
Indirect Cost	<a href="#">Indirect Cost</a>
Self-Assessment	<a href="#">Self-Assessment</a>
Project Summary	<a href="#">Project Summary</a>

- Select the desired Fiscal Year and Funding Application from the drop-down menu provided above the Grant.
- Click on the desired grant name to open Reimbursement Request Summary page.



2019 ▼ Adult Education Consolidated Federal-Continuation ▼

**Grant**

- [Adult Education ABE/ASE Federal-Continuation](#)
- [Adult Education IEUCE Federal-Continuation](#)
- [Adult Education IET Federal-Continuation](#)
- [Adult Education Professional Learning-Continuation](#)
- [Adult Education IEUCE + Training Federal-Continuation](#)

- On the Reimbursement Request Summary page, the third line contains Initial Substantially Approved Date.

Reimbursement Request Summary		
Mesa Unified District (070204000) - FY 2019 - - Adult Education ABE/ASE Federal-Continuation		
Project Information		
Project Number	19FAEABE-911301-01A	
C.F.D.A. Number	84.002A	
Initial Substantially Approved Date	7/1/2018	
Project Begin Date	7/1/2018	
Project End Date	6/30/2019	
Allocation	\$138,082.00	
Available Budget	\$138,082.00	
Project Status	Normal <a href="#">[Hold]</a> <a href="#">[History]</a>	
LEA Hold Status	No Hold Exists	
Reimbursement Requests		
Amount	Request Period	Status
\$18,858.19	<a href="#">October 25, 2018</a>	ADE Grants Management Returned Not Approved
\$8,638.72	<a href="#">September 18, 2018</a>	ADE Accounting System Paid

The other location for viewing the Substantially Approved Date is Project Summary View.

GME Home
Administer
Search
Reports
Inbox
Entity Information
Funding
Reimbursement Requests
<b>Project Summary</b>
LEA Document Library
Address Book
Contact ADE
Grants Management Resource Library
Help
GME Sign Out

- On the Main Menu, click on Project Summary.
- On the Project Summary page, select the desired Fiscal Year, Funding Application and Status (you can leave Status at default option: Most Recently Approved), then click Search button.
- Click on the Project Number Associated with the desired Grant.

Fiscal Year:	2019
Funding Application:	Adult Education Consolidated Federal-Continuation
Status:	Most Recently Approved
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
[Download Data]	
Project Number	Grant
<a href="#">19FAEABE-911301-01A</a>	Adult Education ABE/ASE Federal-Continuation
<a href="#">19FAEIEL-911301-01A</a>	Adult Education IEL/CE Federal-Continuation
<a href="#">19FAEAPL-911301-01A</a>	Adult Education Professional Learning-Continuation
<a href="#">19FAEIET-911301-01A</a>	Adult Education IEL/CE + Training Federal-Continuation

- On Project Summary View page, under Project Information, locate the Initial Approval Date.

**Project Summary View**

Mesa Unified District (070204000) Public District - FY 2019 -

[Return to Project Summary](#)

Project Information	
Organization Name	Mesa Unified District
Organization Number	070204000
Fiscal Year	2019
Funding Application	Adult Education Consolidated Federal-Continuation
Grant	Adult Education ABE/ASE Federal-Continuation
Award Type	Federal
CFDA Number	84.002A
Award Number	V002A180003
Project Number	19FAEABE-911301-01A
Substantial Approval Date	7/1/2018
Initial Approval Date	8/6/2018
Most Recent Approval Date	10/19/2018
Project Begin Date	7/1/2018
Project End Date	6/30/2019
Revision Number	4

## Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov