



Substantial Approval FAQ

- **What is the difference between substantial approval and SEA Director Approval?** *Substantial approval* means there is a submitted funding application with a reasonable attempt at a budget and that there is a General Statement of Assurances (GSA) in “SEA General Statement of Assurance Accepted” status. This is affirmation that an LEA intends to accept monies from a particular funding source and agrees to abide by all assurances in the GSA. *SEA Director Approval*, on the other hand, is confirmation that the grant program area has provided final director approval to the funding application submitted, and via this director approval the LEA understands that grant expenditures must meet all applicable rules and requirements of the funding source. SEA Director Approval status also enables the LEA to submit GME Reimbursement Requests during the applicable project period.
- **What is the earliest date for substantial approval?**
The grant’s project start date is the earliest substantial approval date. For instance, July 1st is the project start date for many federal and state grants and thus July 1st would be the earliest substantial approval date. Applications submitted in a substantially approvable state *prior* to a grant’s project start date will receive the project start date as the substantial approval date.
- **How does substantial approval work in the GME system?**
During GME’s overnight process, the system looks for submitted applications, meaning those in **LEA Authorized Representative Approved** status. If the applications meet ADE’s federally mandated minimum requirements for providing substantial approval, the system automatically provides it. The **only** criteria to be used for substantial approval is:
 - The submitted funding application includes a reasonable budget.
 - The LEA has a General Statement of Assurances (GSA) in “SEA General Statement of Assurance Accepted” status.**No other program-specific criteria can be used for the substantial approval process.**
- **What if an LEA’s funding application isn’t substantially approved by the grant’s project start date?** It is important to remember that substantial approval is the **obligation date** tied to the date the LEA’s funding application is submitted in a substantially approvable state. This means that once the grant project receives SEA Director approval, the LEA may THEN submit Reimbursement Requests in GME. Expenditures can then be reimbursed from the date the funding application was substantially approved. A substantial approval date of August 15th, for example, would prevent an LEA from being reimbursed for any expenditures which happened between July 1st and up to the August 15th substantial approval date.



IMPORTANT ITEMS FOR ADE STAFF:

- Applications **must not be returned for edits on the same day they are submitted.** This prevents the LEA from obtaining substantial approval.
- **Manual substantial approval should not be done unless advised by Grants Management to do so.** Program specialists should NOT change the Yes/No drop-downs.

Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov