



Fiscal Year 2019 Pre-Award Cost Guide

FY 2019 Funding Applications were open March 1, 2018 with the expectation that all Funding Applications would be approved by July 1, 2018. We understand that under certain circumstances this may not have been possible. With this in mind, the pre-award cost process is as follows:

NOTE: Pre-award cost forms vary depending on circumstance/grant.

All Grants except IDEA & 21st Century Grants

If your organization submitted a Funding Application **originally before July 1, 2018**, even if it was returned for edits, meaning the Substantial Approval Date would have been changed, as long as the Funding Application is in SEA Director Approved status, you can obligate/ expend as of July 1, 2018 without any additional information needed.

If your initial submission date was **after July 1, 2018 but before October 1, 2018**, a pre-award cost form is required and must be filled out in its entirety and submitted to grants@azed.gov (contact Grants Management to obtain the correct form).

If your initial submission date is **from October 1, 2018 or later**, a pre-award cost form is required and must be filled out in its entirety (including a Corrective Action Plan) and submitted to grants@azed.gov (contact Grants Management to obtain the correct form).

For IDEA & 21st Century Grants:

You can obligate/ expend as of your Substantial Approval Date. In some cases, pre-award cost may be approved.

IDEA Grants:

Due to the Federal requirements regarding MOE Eligibility, if you were not passing during the MOE testing window, you cannot request pre-award cost. If you are unsure if you were passing, please reach out to Grants Management at grants@azed.gov to determine if you were passing and to obtain the pre-award cost form if eligible. It needs to be filled out in its entirety and submitted to grants@azed.gov.

If your Substantial Approval Date is after July 1, 2018 and you would like to obligate/ expend as of July 1, 2018 the pre-award cost form is required. The form must be filled out in its entirety (including a Corrective Action Plan) and submitted to grants@azed.gov (contact Grants Management to obtain the correct form).

21st Century Grants:

If your Substantial Approval Date is after July 1, 2018 *and* you would like to obligate/expend as of July 1, 2018 the pre-award cost form is required. The form must be filled out in its entirety (including a Corrective Action Plan) and submitted to grants@azed.gov (contact Grants Management to obtain the correct form).

For additional information on how to locate the Substantial Approval Date (and other GME-related topics), see the Grants Management Resource Library > GME User Reference Guides > Funding Applications > Substantial Approval Date QRG.