Funding Application Overview

LEA/External Users

Learning Objectives

- User Roles
- Organization's Funding App. Page
- Funding Application Types
- Sections Page
- Frequent FA Pages
- Validation Messages
- Submittal
- Substantial Approval
- Tips & Resources

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User Roles

Required Roles

- **LEA Business Manager** initiates, edits, and provides 1st level of approval; this includes revisions

- **LEA Authorized Representative** provides 2nd level of approval, no ability to initiate or edit; this includes revisions

Optional Roles

- **LEA** [FA Name] **Update** can edit a specific FA, no ability to initiate or approve

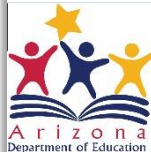- **LEA Data View** can view unapproved items, no ability to initiate, edit, or approve

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Finding Your Funding Applications

- Left menu - quick navigation between GME components
- Hover over menu items to view sub-menus (e.g. Funding – Funding Applications)
- **Entity Information** has hyperlinks to frequently used items of GME (items found also in the main menu)

Funding Application (FA) Filters

Funding Applications

Public District - FY 2019 -

| 2019 ▾ | All Active Applications ▾ |

Entitlement Funding Application

- CTE Federal Perkins
- CTE State Priority
- ESEA Consolidated
- Gifted Education Grant
- IDEA Consolidated – Entitlement
- SEI Budget
- Title III LEP

Competitive Funding Application

- AWARE
- Comprehensive Support and Improvement Grant
- CSI Graduation Rate Grant
- CTE Innovative Programs 1
- CTE Innovative Programs 2
- CTE Statewide Leadership 1
- Fresh Fruit and Vegetable Program - Period 2
- Fresh Fruit and Vegetable Program - Period 1
- IDEA - High Cost Child
- NSLP Equipment Grant - Round 5
- Pilot Program on School Emergency Readiness
- Preschool Development Grant
- SIG Cohort 3 Sustainability Grant
- SIG Cohort 4 Year 3
- SPDG
- State Tutoring
- Systemic Leadership Development - New
- Targeted Support and Improvement Grant

Filter FAs by

Correct Fiscal Year

App. Status

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FA Page Components

Revision
Revision 0 = Original Application

Status Date
Date of last status change

Funding Applications

Public District ·

| 2019 ▾ | All Active Applications ▾ |

Entitlement Funding Application	Revision	Status	Status Date
CTE Federal Perkins	3	Revision Started	2/13/2019
CTE State Priority	2	Revision Completed	2/24/2019
ESEA Consolidated	1	SEA ESEA Consolidated Director Approved	2/27/2019

Competitive Funding Application	Revision	Status	Status Date
AWARE	0	Not Started	3/5/2019
Comprehensive Support and Improvement Grant	0	Not Started	3/29/2018
CSI Graduation Rate Grant	0	Not Started	3/2/2018

Status
Current FA status;
LEA = Local Education Agency;
SEA = State Education Agency

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Accessing a Funding Application

- Select <u>FA name</u> to access the application

Funding Applications

22000) Public District -

| 2019 ▾ | All Active Applications ▾ |

Entitlement Funding Application	Revision	Status	Status Date
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CTE State Priority	2	Revision Completed	2/24/2019
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Competitive Funding Application	Revision	Status	Status Date
AWARE	0	Not Started	3/5/2019
Comprehensive Support and Improvement Grant	0	Not Started	3/29/2018
CSI Graduation Rate Grant	0	Not Started	3/2/2018

GME Home
Search ▶
Contact ADE
Grants Management Resource Library
Help
🔒 GME Sign-In
Public Access
Production

If public Access rather than user name is displayed, user is not actively signed into GME

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Funding Application Types

Entitlement Funding Application	Competitive Funding Application
• Allocation exists at the time of application • Allocation becomes available with Program Director approval of submitted FA	• No allocation exists at the time of application • LEAs proposed budget becomes allocation with Program Director approval of submitted FA

Stand-alone	Consolidated
• FA that contains only one grant	• FA that contains 2 or more grants

Funding Application Types

District-Level Funding Application	Site-Based Funding Application
• Contains one (district) Budget per grant	• Contains one Budget for each school/site included in the FA • You must select Add Grant Application to add each site that will apply for funding • **Do not** add the sites that won't be applying for funding

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District-level Funding Application

Sections

Arizona Department of Education (000111000) Test

Application Status: Not Started

Change Status To: Draft Started

View ADE History Log
View Change Log

Description (View Sections Only   View All Pages)

	All
−	**History Log**
	History Log
	Create Comment
−	**Allocations**
	Allocations
−	**FFATA & GSA Verification**
	FFATA & GSA Verification
−	**Contacts**
	Contacts
−	**Johnson-O'Malley**
	Budget
	Budget Overview
	Program Details
	Capital Outlay Worksheet
	Related Documents
−	**Substantially Approved Dates**
	Substantially Approved Dates

District Application

Click on individual links on **Sections** page to input information/data

Edit/update and read over each page

Pages are filled out at the district level (cumulative information for the whole district)

Site-based Funding Application

Sections

Arizona Department of Education (000111000) Public

Application Status: Draft Started

Change Status To: Draft Completed

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
⊟ SIG Cohort 3 Year 3
District Level ▼
District Level
Aha Macav High School (070260736)
Add Grant Application

Site-based application

Choose **Add Grant Application** from drop-down

Select each **participating** site/school from list; click **Save**

Edit/update and read over each grant page for **EACH** site

Sections

Arizona Department of Education (000111000) Pu

Application Status: Draft Started

Change Status To: Draft Completed

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
⊟ SIG Cohort 3 Year 3
ADE Middle School (000111111) ▼
Budget
Budget Overview
Program Details
SIG Cohort 3 Year 3 School Allocations
Related Documents

Sections Page

Sections

Public District

Application Status: Not Started

Change Status To: Draft Started

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
⊟ **History Log**		Print
History Log		Print
Create Comment		
⊟ **Allocations**		Print
Allocations		Print
⊟ **Funding Disclaimer**		Print
Funding Disclaimer		Print
⊟ **FFATA & GSA Verification**		Print
FFATA & GSA Verification		Print
⊟ **Information / Instructions**		Print
Information/Instructions		Print
⊟ **Contact Information**		Print
Contact Information		Print
⊟ **Title III LEP**	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Assurances		Print
Capital Outlay Worksheet		Print
Related Documents		Print
⊟ **Substantially Approved Dates**		Print
Substantially Approved Dates		Print
⊟ **Title III LEP Checklist**		Print
Title III LEP Checklist		Print
All	Messages	Print

Sections page

- Displays current **status** & status change options

- Launches user to pages within Funding Application

- Provides access to **Validation** Messages

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Funding Application Data Input

- To input data, first change the status to <u>Draft Started</u> (for a new FA) or <u>Revision Started</u> (to revise an approved FA) via selecting the hyperlink on top of the page

Sections

	Public District - FY 2021
Application Status:	**Not Started**
Change Status To:	<u>Draft Started</u>

Sections

	Public District - FY 2020
Application Status:	**SEA Title III LEP Director Approved**
Change Status To:	<u>Revision Started</u> or <u>CR Draft Started</u>

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Sections and Individual Pages

- Each application has several standard **Sections** (bolded) and pages (underscored)

- All pages must be reviewed and most will require an action or information input from an **LEA Business Manager**

- Capital Outlay Worksheet page can be left blank if you have not budgeted any capital items in your Budget page

Budget Page

Budget

Naco Elementary District (020323000) Public District - FY 2021 - **High Risk** - ESEA

This is the TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges t

Indirect Cost	
Total Allocation	$141,663.72
Budgeted Amount	$0.00
Excludable Costs	$0.00
Indirect Cost Rate	12.00%
Max Indirect Cost based on Budgeted Amount	$0.00
Max Indirect Cost based on Total Allocation	$15,178.25

Budget By Function Codes
Copy 2020 Budget Detail

	Object Code
Modify	6100 - Salaries
Modify	6200 - Employee Benefits
Modify	6300 - Purchased Professional Services
Modify	6400 - Services

- Check off the check box on top ONLY if you are WAIVING THE FULL allocation for the grant
- Choose Budget By Function Code/Object Code to view budget by selected codes
- Choose Copy [FY] Budget Detail to copy previous year's budget
- Click Modify to access Budget Detail page

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Budget Detail Page – Add Item

- Select the **Object** or **Function code** (depending on budget view) from the drop-down menu

- Click on Add Item to create new budget line item under that code

Budget Detail

Public District - FY 2021 - High Risk - ESEA

This is the TEST site. Please be sure to complete your work on the LIVE site.

Indirect Cost	
Total Allocation	$141,663.72
Budgeted Amount	$0.00
Excludable Costs	$0.00
Indirect Cost Rate	12.00%
Max Indirect Cost based on Budgeted Amount	$0.00
Max Indirect Cost based on Total Allocation	$15,178.25

6100 - Salaries ▼

Add Item

Budget Detail Page – Line Item

- You can change/update the **Function** or **Object Code** (depending on Budget View) from drop-down menus
- Complete **Quantity**, **Cost**, and **Narrative Description**, then select **Save** or **Save and Return**

Program Details/Program Narrative Questions Page

- On the **Sections** page click on Program Details or Program Narrative Questions page
- **Not all** FAs have this page

Johnson-O'Malley
Budget
Budget Overview
Program Details
Capital Outlay Worksheet
Related Documents

1. Please indicate the name of the site(s) the classroom(s) will be placed.

ABC Elementary School, XYZ Middle School

Check Spelling

- Complete all supplemental information, using "N/A" or "0" for non-applicable fields

- Complete the page, then hover over "quick return" **Save and Go To** menu, select **Sections**

Program Details

Arizona Department of Education (000111000) Public District - FY 2017 -

Save And Go To	▶	Current Page
		Next Page
FFATA		Previous Page
1. Please check to con		Sections
☐ I Confirm		History Log ▶
		Allocations ▶
2. Please check to con		Contacts ▶
☐ I Confirm		FTF - White Mountain Apache Startup ▶
		Substantially Approved Dates ▶
POP (Primary Place of		FTF - White Mountain Apache Startup Checklist ▶

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Capital Outlay Worksheet Page

	Johnson-O'Malley
−	
	Budget
	Budget Overview
	Program Details
	Capital Outlay Worksheet
	Related Documents

- Select Capital Outlay Worksheet (COW) on Sections page
- If Budget page **does not** include capital items, leave this page blank
- Complete accurately to avoid **Validation Errors**

Subtotals by Object Code

Object Code	Subtotal
6731	$ 0.00
6732	$ 0.00
6733	$ 0.00

- Total per each Object Code on COW needs to match the total for the code in **Budget**

Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
	$	$	Please select... ▼			$ 0.00

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Related Documents Page

- On the **Sections** page, click on <u>Related Documents</u> link

- **Required Documents** have to be provided

- Save <u>Document Template</u> on your PC, then complete it & select <u>Upload New</u> link

- When **Document Template** column displays N/A, upload your own document

Validation Messages

Sections

This is the TEST site. Please be sure to complet

Application Status: SEA ESEA Consolidated

Change Status To: Draft Completed

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation
All	Messages
[−] History Log	
History Log	
Create Comment	
[−] Allocations	
Allocations	
[−] Funding Disclaimer	
Funding Disclaimer	

- On the **Sections** page, click on Messages link in **All** line in the **Validation** column
- **Error** messages prevent submission
- **Warning** messages point out potential issues but allow submission

- Select Review link to navigate to the page where the validation exists

Title I LEA

	Budget	
Review	Because the Title I LEA grant is receiving allocation transfers, the	Error
	Related Documents	
Review	The optional Related Document 'Affirmation of Consultation' has r	Warning

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Submitting the Funding Application

Ready to submit?

Have all Budget lines been entered, including complete information in Narrative Description?

Has the Program Details/Program Narrative Qs page and any other supplemental page(s) been completed?

Have all capital items been coded appropriately and entered in Capital Outlay Worksheet page?

Have all Related Documents been uploaded?

Have all **Validation** Messages been checked?
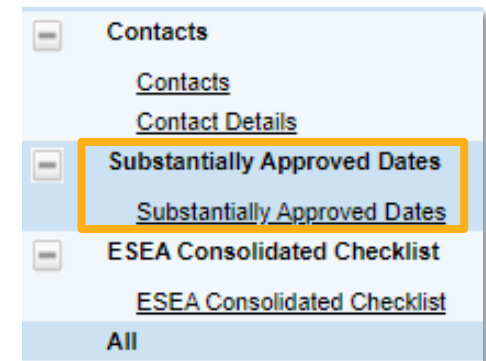
LEA FA Submittal Status Changes

Draft Started → Draft Completed → LEA Business Manager Approved → LEA Authorized Rep. Approved → Submitted

SEA FA Approval Status Changes

SEA Program Specialist Approved

SEA Director Approved

- **SEA Director Approval** is needed for the **original application** to start drawing down funds through reimbursement requests
- **Revisions do not** require SEA Director Approval **for drawing down funds** – be mindful if changing budgeted lines

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Substantial Approval

- This information is crucial for federal funding only (it does not apply to the state grants)

- *Substantial Approval Date* is a date your LEA can begin obligating funds **as long as** the application becomes SEA Director Approved

- On the **Sections** page, click on Substantially Approved Dates link

- Each grant will be displayed individually

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Helpful Tips

Application Search Tips

Are you looking at the correct fiscal year?

Are you logged in and do you have the appropriate user role?

Is the application open and/or are you eligible for funds?

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Helpful Tips – Cont.

Unable to access or edit application?

Check user access in the **Address Book**

Click View All District Contacts to see user roles

Application must be in Draft Started or Revision Started status to allow user to update/edit

Application must be available in the system -

Program areas set open dates and submission deadlines

Need Assistance?

ADEConnect

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov

Grants Management Staff

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

Grants Management Resource Library

Fund Alerts

GME User Resources/Training

Program Area Resources

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