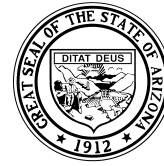




## Grants Management Policy



Policy Name	<b>Entity Closure Policy</b>		
Policy #	<b>GP1.3</b>	Policy Section	<b>Processing</b>
Date Approved	<b>4/11/19</b>	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	<b>N/A</b>		

### Audience

**This policy pertains to Charter Holders, Private Schools and Daycare Centers. The term *entity* will be used throughout this policy when a process applies to all three educational organizations.**

### Purpose

The purpose of this policy is to outline the entity’s responsibility in the closure process.

### Overview

Elements of the closure process includes completing outstanding completion reports (which may span multiple fiscal years), reporting capital returning appropriate monies to the Arizona Department of Education (ADE), applying for or waiving monies due to the entity and completing administrative tasks in the Grants Management Enterprise (GME) system.

### *Term*

**Closure** - Occurs when a charter school willingly surrenders its charter or when the charter is revoked by the charter board. A closure occurs for a private school and daycare center when they voluntarily or involuntarily close their programs.

### Policy

It is the entity’s responsibility to notify ADE of the closure date as soon as it has been determined. Notification can be done through email, letter, phone call or the Grants Management Enterprise (GME) system. Entities are responsible for funds obligated after the closure date and are not eligible for grant monies to cover these costs.

An essential component of the closure process is the finalization of all grants associated with the entity including, but not limited to: returning appropriate monies to ADE or waiving monies due to the entity. Entities must resolve all outstanding Entitlement funding applications by applying for, or waiving, funds. The LEA must secure ADE program area approval prior to applying for funds for the current fiscal year. To ensure that the appropriate equipment and materials have been disposed of appropriately a capital outlay form will be sent Grants Management to the entity upon notification of the closure. The entity has thirty (30) calendar days to complete and return this form to ADE.



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It is possible that at the time of the closure the entity will need to complete documentation for multiple grants, competitive and Entitlement, over multiple fiscal years. Completion reports for all approved funding applications need to be submitted for the previous fiscal year and reimbursement requests and completion reports must be completed for the current fiscal year.

### **Previous Fiscal Year**

All approved funding applications for the previous fiscal year must have a resolved completion report. Completion report submission must be done no later than ninety (90) calendar days from each (funding application) project end date. A funding application with an outstanding completion report entitles ADE to be repaid the full reimbursement amount for each funding application, including funds paid out prior to the closure date. Entities with an unresolved completion report that have failed to return funds within one-hundred twenty (120) calendar days will be referred to the Arizona Attorney General for collections.

Entities that are eligible for Entitlement funds from the prior fiscal year must notify ADE, within nine (9) business days of the entity's closing date, of the intent to apply for funding or waive the right to apply for funding. Entities that do not apply for Entitlement funds within this timeframe forfeit the right to apply.

### **Current Fiscal Year**

Reimbursement requests may be submitted after the entity's closure date for expenditures incurred prior to the closure date that adhere to grant payment guidelines. Charter schools closing as a revoked charter have fifteen (15) calendar days, and charter schools closing as a surrendered charter, private schools and daycares have thirty (30) calendar days from date of closure, to submit reimbursement requests.

Completion reports for the current fiscal year will not be available through the Grants Management Enterprise (GME) system and will need to be completed manually. Charter schools closing as a revoked charter will be sent the completion report packet sixteen (16) calendar days after the closure date and charter schools closing as a surrendered charter, private schools and daycares will be sent the completion report packet thirty-one (31) calendar days after the closure date. A funding application with an outstanding completion report entitles ADE to be repaid the full reimbursement amount for each funding application, including funds paid out prior to the closure date. Refunds identified on the completion report must be remitted to ADE within thirty (30) calendar days of submittal of the completion report. Entities with that do not remit payment to ADE within one-hundred twenty (120) calendar days will be referred to the Arizona Attorney General for collections.