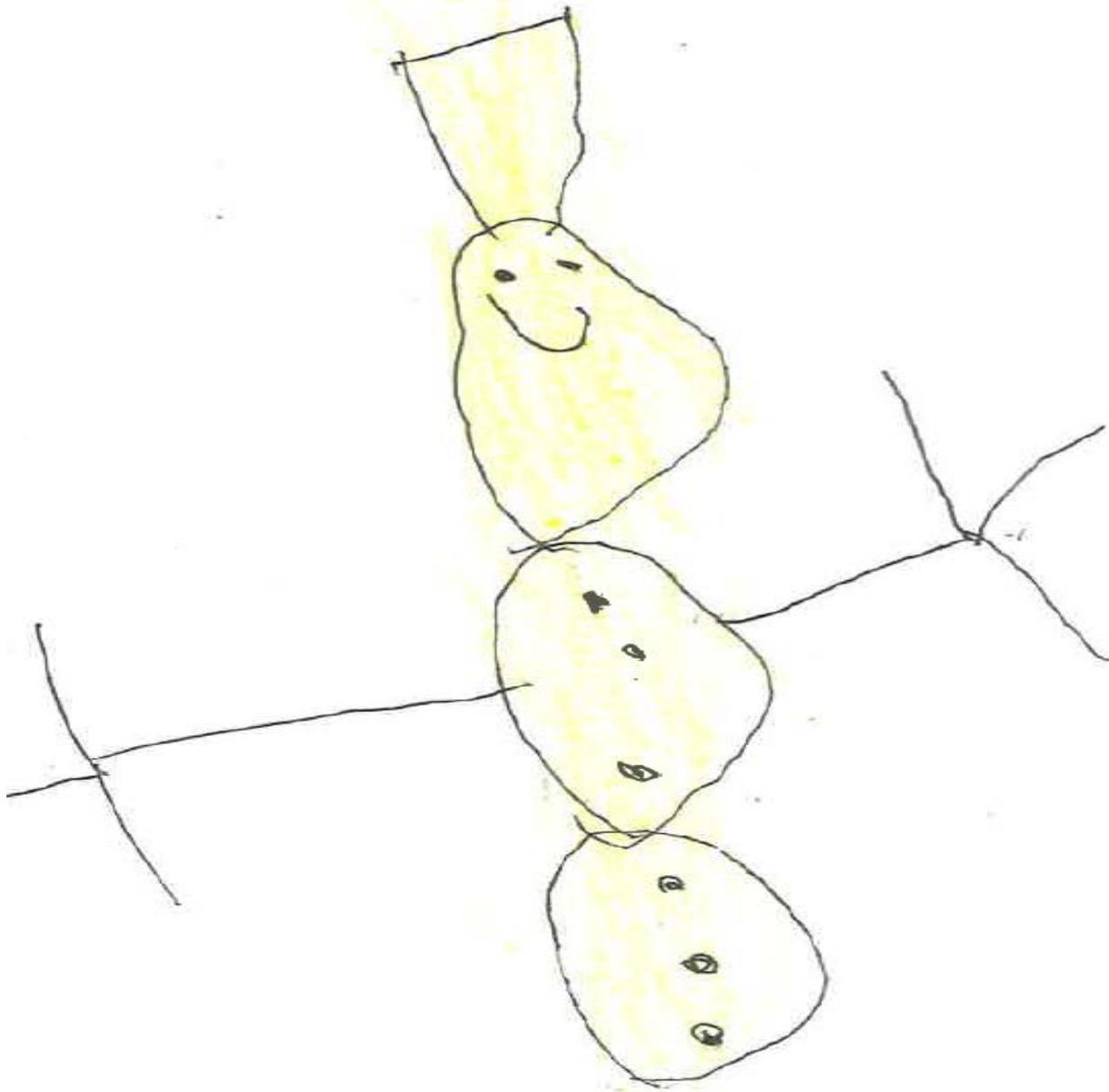


# 2020 Grants Management Calendar





Grants Management Hotline  
602-542-3901

## To-Do

- Submit FY21 Self-Assessment
- Submit FY21 General Statement of Assurance
- Submit FY21 Indirect Cost Request (if desired)
- Check if FY20 Funding Applications need revisions
- Continue to submit FY20 Reimbursement Requests

Grants  
Management  
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# January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2 Self Assessment, GSA & Indirect Cost Request Open!	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King, Jr./Civil Rights Day	21	22	23	24	25
26	27	28	29	30	31	



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## To-Do

- Submit FY21 Self-Assessment
- Submit FY21 General Statement of Assurance
- Submit FY21 Indirect Cost Request (if desired)
- Check if FY20 Funding Applications need revisions
- Continue to submit FY20 Reimbursement Requests

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# February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Groundhog Day	3	4	5	6	7	8
9	10	11	12	13	14 Valentine's Day	15
16	17 Lincoln/Washington Presidents' Day	18	19	20	21	22
23	24	25	26	27	28	29





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## To-Do

- Submit FY21 Funding Applications (FAs)
- Submit FY21 Self-Assessment
- Submit FY21 General Statement of Assurance
- Submit FY21 Indirect Cost Request (if desired)
- Continue to submit FY20 Reimbursement Requests
- Check if I need to revise FY20 Funding Applications

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# March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 FY21 FAs Open! FY20 Risk Assessment results	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 St. Patrick's Day	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





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## To-Do

- Submit FY21 Funding Applications (FAs)
- Submit FY21 Self-Assessment
- Submit FY21 General Statement of Assurance
- Submit FY21 Indirect Cost Request (if desired)
- Continue to submit FY20 Reimbursement Requests
- Check if I need to revise FY20 Funding Applications

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# April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 April Fools' Day	2	3	4
5	6	7	8	9	10	11
12 Easter	13	14	15 Tax Day	16	17	18
19	20	21	22 Administrative Professionals Day	23	24	25
26	27	28	29	30		





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## To-Do

- Submit last open FY21 Funding Applications (FAs)
- FY21 Self-Assessment is due May 1, 2020
- FY21 General Statement of Assurance is due May 1, 2020
- Submit FY21 Indirect Cost Request (if desired)
- Continue to submit FY20 Reimbursement Requests
- Check if I need to revise FY20 Funding Applications

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# May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FY21 Self-Assessment and GSA Due!	2
3	4	5 Cinco de Mayo	6	7	8	9
10 Mother's Day	11	12	13	14	15 Peace Officers Memorial Day	16 Armed Forces Day
17	18	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31						





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## To-Do

- Submit FY21 Indirect Cost Request (if desired)
- Submit FY20 Reimbursement Requests by June 17, 2020
- Check if I need to revise FY20 Funding Applications prior to starting CRs
- Start revising FY21 FAs if needed (e.g. to include Indirect Cost if not included in the original application)
- Check/update user access/roles in GME

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# June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 RRs for grants ending 6/30 due!	18 RRs not available in GME through 6/30	19	20
21 Father's Day RRs not available through 6/30	22	23	24	25	26	27
28 RRs not available through 6/30	29	30				





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## To-Do

- Submit FY20 Single Audit Qualifying Questionnaire
- Check if I need to revise FY20 Funding Applications prior to starting CRs
- Submit FY20 CRs for projects ending June 30, 2020
- Submit FY20 RRs for projects ending September 30, 2020 & FY21 RRs for approved FAs
- Start revising FY21 FAs if needed

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# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 CRs for projects ending 6/30 open! RRs reopen in GME	2	3 Independence Day (Observed)	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





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## To-Do

- Submit FY20 Single Audit Qualifying Questionnaire
- Submit FY20 RRs for projects ending September 30, 2020 & FY21 RRs for approved FAs
- Check if I need to revise FY20 Funding Applications prior to starting CRs
- Submit FY20 CRs for projects ending June 30, 2020
- Start revising FY21 FAs if needed

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# August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 American Family Day	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





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## To-Do

- FY20 RRs due September 30, 2020
- FY20 CRs for projects ending June 30, 2020 due September 30, 2020
- Submit FY20 Single Audit Qualifying Questionnaire
- Submit FY21 RRs for approved FAs
- Revise FY21 FAs if needed

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# September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17 Constitution Commemoration Day	18	19
20	21	22	23	24	25	26
27	28	29	30 CRs for projects ending 6/30 due! RRs for FY20 due!			



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## To-Do

- Check if I need to revise FY20 Funding Applications prior to starting CRs
- Submit FY20 CRs for projects ending September 30, 2020
- Submit FY20 Single Audit Qualifying Questionnaire
- Submit FY21 RRs for approved FAs
- Revise FY21 FAs if needed

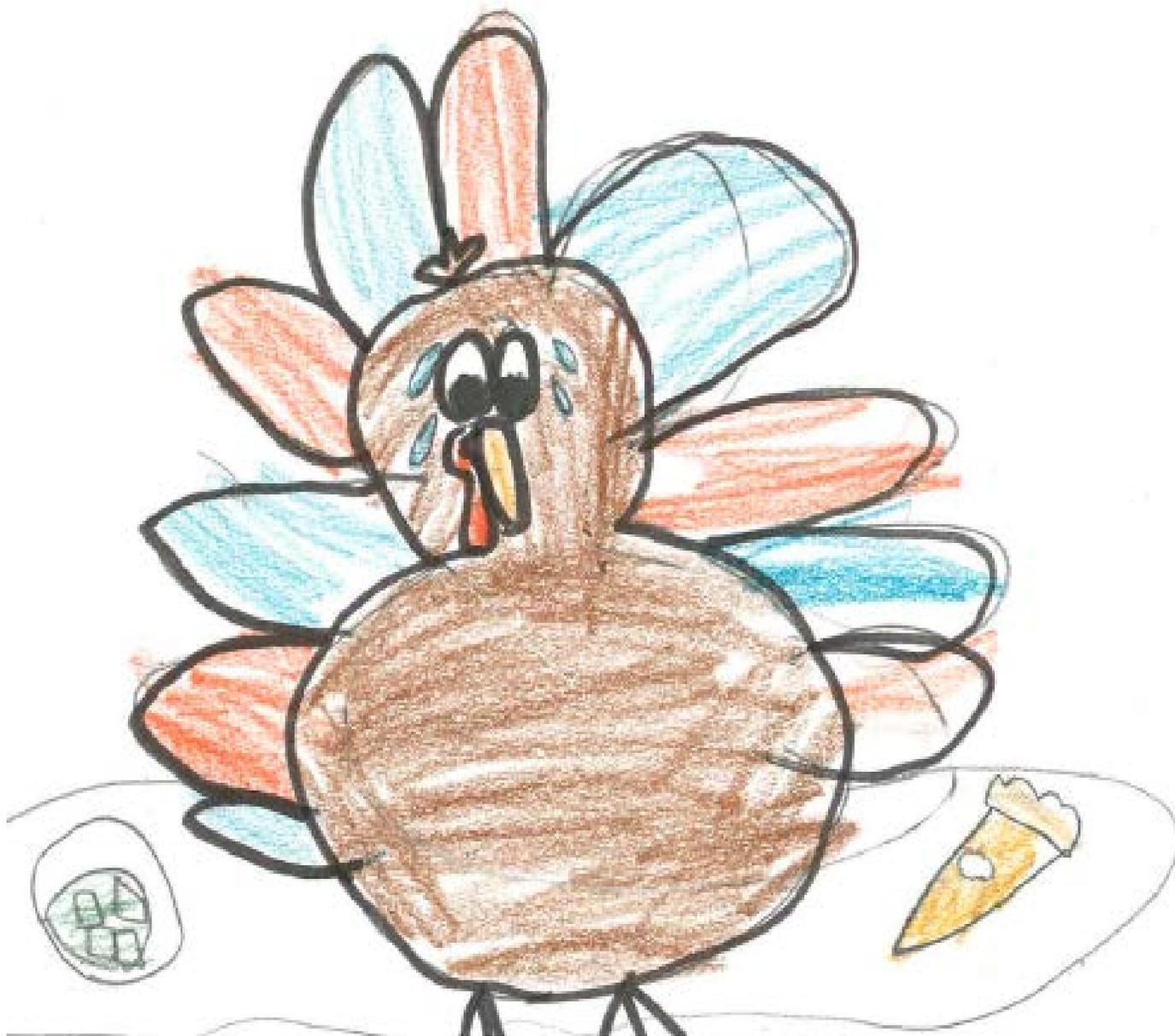
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# October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CRs for projects ending 9/30 open!	2	3
4	5	6	7	8	9	10
11	12 Columbus Day/Indigenous Peoples Day	13	14	15 Annual Financial Reports & Food Service AFRs due!	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween





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## To-Do

- Check if I need to revise FY20 Funding Applications prior to starting CRs
- Submit FY20 CRs for projects ending September 30, 2020
- Submit FY20 Single Audit Qualifying Questionnaire
- Submit FY21 RRs for approved FAs
- Revise FY21 FAs if needed

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# November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Election Day	4	5	6	7
8	9	10	11 Veterans' Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30					





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## To-Do

- FY20 CRs for projects ending September 30, 2020 due December 30, 2020
- FY20 Single Audit Qualifying Questionnaire due December 31, 2020
- Submit FY21 RRs for approved FAs
- Revise FY21 FAs if needed

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# December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26
27	28	29	30 CRs for projects ending 9/30 due!	31 New Year's Eve Single Audit Qualifying Questionnaire due!		





# 2020 Important Dates



## January

- **1/2** Self-Assessment opens
- **1/2** General Statement of Assurance opens
- **1/2** Indirect Cost Request opens

## March

- **3/1** Funding Applications Open
- **3/1** Risk Assessment results are posted

## May

- **5/1** General Statement of Assurance (GSA) due
- **5/1** Self-Assessment due

## June

- **6/17** Reimbursement Requests (RRs) are due
- **6/18-6/30** RRs not available in GME

## July

- **7/1** Single Audit Qualifying Questionnaire opens
- **7/1** Reimbursement Requests re-open for FY20 projects ending 9/30 and FY21 projects
- **7/1** Completion Reports for projects ending 6/30 open

## September

- **9/30** Completion Reports for projects ending 06/30 are due
- **9/30** Reimbursement Requests for projects ending 09/30 are due

## October

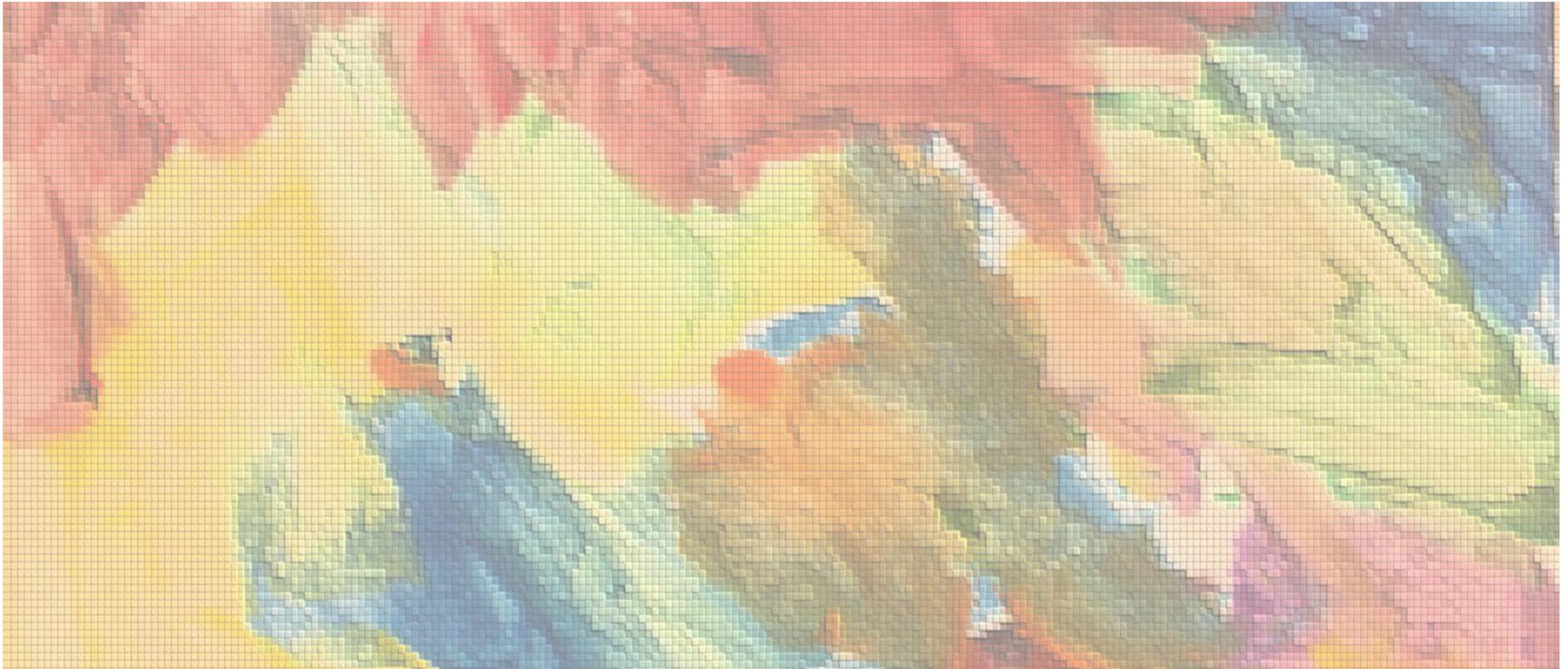
- **10/1** Completion Reports for projects ending 09/30 open
- **10/15** Annual Financial Reports (AFRs) are due
- **10/15** Food Service Annual Financial Reports are due

## December

- **12/30** Completion Reports for projects ending 09/30 are due
- **12/31** Single Audit Qualifying Questionnaire is due

These dates are subject to change.

Any changes will be communicated via GME Home Page and Grants Management website.



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[www.azed.gov/grants-management](http://www.azed.gov/grants-management)

