

NSLP Equipment Grant – FAQ

The Capital Outlay Worksheet (COW) has been integrated into the Funding Application. Please contact Grants Management with any questions at (602) 542-3901 Option 1, 1 or by email to Grants@azed.gov. The information below is very general and not intended as a how-to-guide.

AVAILABLE AFTER THE STATE FISCAL YEAR CLOSEOUT (June 30) if the Reimbursement Request is paid – COMPLETION REPORT:

What is the Completion Report (CR)?

The CR is a receipt of the funds disbursed to the organization during the Reimbursement Request (RR) process and/or the last chance to receive awarded funds. The LEA Business Manager and/or the County Business Manager will verify the document is correct by submitting their approval.

Important items to know before beginning:

The CR is completed by site. The COW is by District and should be completed first.

An application revision may be necessary if funds were requested for multiple sites and the money was not spent at the site it was budgeted. Example: Site A was budgeted for \$75,000 and Site B was budgeted for \$25,000. The item requested for Site B cost \$30,000 and the LEA decided to not purchase an item at Site A (or purchased a less expensive item) to make up the difference. A revision would be necessary to change the budget of both sites to allow for reallocation of funds for the CR approval. Site A would be selected and the Budget would be updated to \$70,000, then Site B would be selected and the budget updated to \$30,000. Select “Revision Started” instead of “CR Draft Started” in this situation.

Funding Application must be in the “Draft Started” status to be able to enter information or upload documents. All revisions must be SEA Director approved before the CR is started.

If expecting payout, all items required by the RR process are still required.

Any funds not obligated prior to September 30th **or reimbursed** prior to December 30th will be forfeited.

Where is the CR located?

The CR is found on the Funding Application page for the grant. The links to the CR required sections will appear after the status is changed to “CR Draft Started”.

The COW entries should reflect any changes made during purchase of the requested items. Example: item not purchased because of price changes

Any change of Budget between sites requires an approved revision of the application budget prior to submission of the CR.

Should interest earned on the reimbursed amount be reported on the CR?

This is intended to be a pass-through grant. The funds reimbursed as an expenditure should not be in an account long enough to accrue interest. The funds are intended to be reimbursed to replace funds that have already been remitted or to clear a Purchase Order.

However, if the funds were requested as an Advance for a PO and held in the account long enough to accrue interest, the interest would need to be reported during the Completion Report process.

Is interest earned on this grant required to be returned to the State?

Any interest earned over \$500.00 must be returned to the state.

All the invoices or POs were not submitted during the reimbursement process?

If any paid invoices or POs were not submitted during the RR period, the remaining paid invoices may be submitted during the Completion Report process. This grant does not allow carryover. Any funds not obligated by September 30th or requested by December 30th will not be reimbursed and the funds will be returned to USDA.

Enter the total expenditures not previously reimbursed in the Completion Report section. The new total cannot exceed the amount awarded. Upload the paid invoice(s) in the Related Documents section.

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