



## Fiscal Year 2023 Important Dates

### Monthly Reminders/Tasks:

- Revise funding applications as needed
- Submit reimbursement requests **monthly**
- Grants Management is always here to help, Monday – Friday, 8am-5pm
  - Evening office hours are an opportunity for individuals to receive 1:1 support with Reimbursement Request and/or Completion Report preparation and submission. Support is provided on a drop-in basis between the hours of 3:30 5:30pm the third Wednesday of every month.

### September

- FY22 Completion Reports for projects that ended **6/30** are **due 9/30/2022**

### October

- FY22 Completion Reports for projects ending **9/30** open **10/1/2022**
- Food Service Annual Financial Reports
  - For non-LEAs (entities that are not local educational agencies) are **due 10/1/2022**
  - For LEAs are **due 10/15/2022**
- Annual Financial Reports for LEAs are **due 10/15/2022**
- Begin Single Audit Qualifier Questionnaire if prompted by GME notification

### December

- FY22 Completion Reports for projects that ended 9/30 are **due 12/30/2022**
- FY22 Single Audit Qualifier Questionnaire is **due 12/31/2022**

### January

- FY24 Indirect Cost Request **opens 1/2/2023**
- FY24 Self-Assessment **opens 1/2/2023**
- FY24 General Statement of Assurances **opens 1/2/2023**

### March

- FY24 Self-Assessment is **due 3/1/2023**
- FY24 General Statement of Assurances is **due 3/1/2023**
- FY24 Funding Applications **open 3/1/2023**
- FY22 Single Audit Reporting Package is due 3/30/2023 for entities with fiscal year ending 6/30

### April

- If you receive a notification of failure for Title I MOE test, you might consider submitting a request for a waiver. Waiver request must be submitted in GME within 30 days of initial failure notification.

### May

- Submit FY24 Funding Applications – most applications **due May 1, 2023**
- Submit FY24 Indirect Cost Request by **6/1/2023**

### June

- Reimbursement Requests are **due by 4pm, 6/23/2023**
  - Submit **last reimbursements** for state reverting grants
- Reimbursement Requests are **not available in GME, 6/23/2023 – 6/30/2023**
- Risk Assessment Reports will be released and can be viewed in GME.

**These dates are subject to change. Changes, if necessary, will be communicated on GME Home Page and Grants Management's website. For assistance, please contact Grants Management at 602.542.3901 or via Help Desk at <https://helpdeskexternal.azed.gov/>.**