Date: February 24, 2021

To: Superintendents, Charter Representatives, Business Managers, and Federal Program Coordinators

RE: **FY22 Grant Funding – Opening March 1, 2021**

The Arizona Department of Education (ADE) is providing this important reminder regarding FY22 grant timelines and requirements. It is hard to believe that we are already moving into the 2022 fiscal year! The following reminders are important to note as we move into this new fiscal year.

* FY22 General Statement of Assurances (GSAs) are due March 1, 2021. The submission and acceptance of your GSA prior to the deadline ensures your organization will not be affected by a global hold (which prevents any fiscal action and approval of funding applications).
* Grant funding applications and budgets are due May 1, 2021. The timely submission of these documents and the above-mentioned GSA, followed by the appropriate approvals, will allow your organization to draw down funds as early as July 1, 2021.
* Funding applications must be in Director Approved status before an LEA can begin to draw down funds; this includes the approval of all required documentation, i.e., Comprehensive Needs Assessment (CNA), Integrated Action Plan (IAP), Consultation Forms, etc. Please be reminded that these items will need to be completed prior to Director Approved status and the ability to **draw down** funds.
* Lastly, ADE has provided guidance regarding the use of vendors/consultants when applying for grant funds. LEAs may use third-party vendors but must remain the responsible sub-grantee and involved in the application process. The new guidance can be found [here.](https://www.azed.gov/sites/default/files/2021/02/Vendors%20Role%20in%20ADE%20Grant%20Management%20Process.pdf)
	+ User roles may need to be updated in Grants Management Enterprise (GME) system based on this new guidance. Information regarding user role access can be found [here.](https://gme.azed.gov/DocumentLibrary/ViewDocument.aspx?DocumentGuid=615f15e1-ba64-49fe-bf4b-2e45ba9317f0&inline=true)

We understand that receiving grant funding is more important than ever. As a critical partner in the success of Arizona’s schools, ADE is here to support you in this process.