

Waiving Allocations in GME



Description:

Funding applications in GME with allocations greater than \$0.00 require action on the part of the LEA **completed PRIOR to the project end date.**

If an allocation is not going to be utilized by the LEA, the allocation must be waived **PRIOR to the project end date.** This includes incoming carryover from the prior year, even if there is no other allocation present in the application.

Applications cannot be left in Not Started status with an allocation present on the Allocations page of the funding application. **Failure to take action will result in a hold action being taken on grant(s), including the ability to draw down funds.** To release allocation(s) and prevent holds from being placed, the LEA can voluntarily waive funds.

IMPORTANT: If any portion of the allocation amount has been drawn down via reimbursement request, a **waive cannot be completed.** A waive can only be initiated if there is **NO reimbursement activity.** If you have drawn down a portion of your allocation but will not be using the balance, you will release the remaining funds via the completion report process at the end of the project period. In some cases the program area can submit a forfeit on your behalf – please contact the applicable program area for more information regarding forfeiting funds.

The waive process action taken on the part of the LEA to release grant allocations from funding applications within the Grants Management Enterprise (GME) system. The process **must be completed PRIOR to the project end date.**

Waive process - LEA Actions:

LEAs opting to waive allocations prior to the project end date will:

1. Create/email a History Log comment to program area program specialist(s) and director(s). (*Grants Management does not need to be included as a contact History Log comments regarding waives*).
2. On the Budget page of the funding application:
 - a. Check the box to waive allocations

A screenshot of a web form titled "Budget". At the top right, it says "FY 2023 - Medium Risk - Johnson-O'Malley - Rev 2 - Johnson-O'Malley". Below this is a blue button labeled "Save And Go To" with a right-pointing arrow. At the bottom, there is a checkbox that is checked, followed by the text: "By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds." The text is highlighted in yellow.

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Waive process - LEA Actions (continued):

3. On the Budget Detail page
 - a. Remove all budget lines and verify (on the main Budget page) that the total budget is at \$0.00.

6100 - Salaries - \$16,992.00		
Add Item		
Remove	Object Code	
	6100 - Salaries	100
Total		\$0.00
Adjusted Allocation		\$67,899.38
Remaining		\$67,899.38

4. **IMPORTANT:** In site-based funding applications the steps above must be followed for each site with allocations to be waived.
5. Submit waived application for program area approval by moving application to **LEA Authorized Representative Approved** status

Waive Finalization:

Program areas will receive waived applications submission in the same manner as other applications.

On director approval of a waived application, the waive process is completed and the funds are released.

The allocation will now appear against the **Released** allocation type on the funding application **Sections** page.

Allocations				
- FY 2022 - Medium Risk - ARP - IDEA Consolidated - Entitlement - Rev 0 - Allocations				
Go To				
	(1)	ARPIDEABASIC CFDA: 84.027X	(2)	ARPIDEAPRES CFDA: 84.173X
Original		\$769.91		\$57.55
Incoming Carryover		\$0.00		\$0.00
Outgoing Carryover		\$0.00		\$0.00
Reallocated		\$0.00		\$0.00
Additional		\$0.00		\$0.00
Incoming Interest Carryover		\$0.00		\$0.00
Released		(\$769.91)		(\$57.55)
Consortium		\$0.00		\$0.00
Forfeited		\$0.00		\$0.00
CR Released		\$0.00		\$0.00
Total		\$0.00		\$0.00

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