

# Course Materials



## Funding Application Overview

LEA/External Users



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## User Role Requirements

There are two **required** roles to initiate, edit, and submit the Funding Applications:

1. **LEA Business Manager**: initiates, edits, and has the first approval
2. **LEA Authorized Representative**: reviews and has the second (and final) approval before the Funding Application is submitted to ADE

There are two additional, but **optional** roles:

1. **LEA [Funding Application Specific] Update**: can only edit the specific Funding Application
2. **LEA Data View**: can only view the Funding Application

## Accessing the Funding Application page

Once you selected the organization (when you are logged into GME), the Funding Application can be accessed from the [Funding Application](#) link towards the bottom of the [Entity Information](#) page.

Entity Information	
Organization Name	
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	
Zip Code	
Congressional District	
DUNS Number	
CCR Expiration Date	
Risk Designation	
General Statement of Assurance Upload Date	9/8/2017
Funding Applications	<a href="#">Funding Applications</a>
Reimbursement Requests	<a href="#">Reimbursement Requests</a>
Entity History	<a href="#">Entity History</a>
Entity Hold Administration	<a href="#">Entity Hold Administration</a>
Interest Administration	<a href="#">Interest Administration</a>
General Statement of Assurances	<a href="#">General Statement of Assurances</a>
Project Summary	<a href="#">Project Summary</a>

You can also access the Funding Application on the Main Menu by hovering over Funding, and selecting Funding Application:



## Funding Application Page

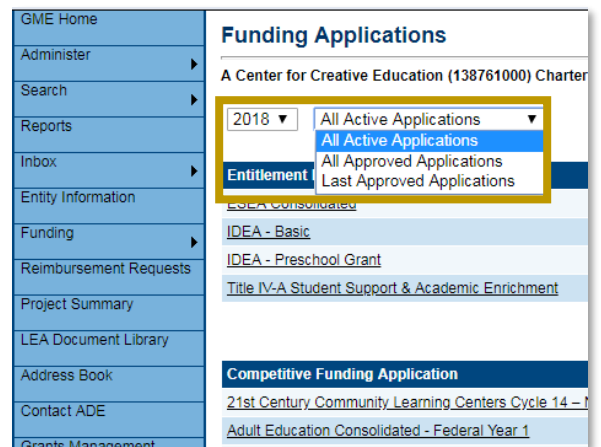
### Filter Options

Funding Applications can be filtered by:

- Fiscal Year
- All Active Applications
- All Approved Applications
- Last Approved Applications

### Funding Application Page Components

1. **Entitlement Funding Application** Allocation exists at time of application; allocation becomes available with program director approval of submitted Funding Application
2. **Competitive Funding Application**: No allocation exists at time of application; LEAs proposed budget becomes allocation with program director approval of submitted Funding Application
3. **Revision**: "0" represents original application; subsequent numbers display additional/current revision
4. **Status**: Current application status; LEA = Local Education Agency; SEA = State Education Agency
5. **Status Date**: Date of last status change



2018	All Active Applications				
<b>Entitlement Funding Application</b>					
ESEA Consolidated	0		Not Started	10/19/2017	
IDEA - Basic	1		SEA IDEA - Basic Director Approved	11/30/2017	
IDEA - Preschool Grant	0		Not Started	10/5/2017	
Title IV-A Student Support & Academic Enrichment	0		Not Started	12/28/2017	
<b>Competitive Funding Application</b>					
21st Century Community Learning Centers Cycle 14 -	0		Not Started	4/10/2018	
Adult Education Consolidated - Federal Year 1	0		Not Started	4/10/2018	
Adult Education Consolidated - State Year 1	0		Not Started	4/10/2018	
American Indian Student Needs	0		Not Started	4/10/2018	
AZCPD 2017-10 Year 2	0		Not Started	4/10/2018	

## Accessing a Funding Application

Entitlement Funding Application	
<a href="#">ESEA Consolidated</a>	
<a href="#">IDEA - Basic</a>	
<a href="#">IDEA - Preschool Grant</a>	
<a href="#">Title IV-A Student Support &amp; Academic Enrichment</a>	
Competitive Funding Application	
<a href="#">21st Century Community Learning Centers Cycle 14 – New</a>	
<a href="#">Adult Education Consolidated - Federal Year 1</a>	
<a href="#">Adult Education Consolidated - State Year 1</a>	
<a href="#">American Indian Student Needs</a>	
<a href="#">AZCSP 2017-19 Year 3</a>	

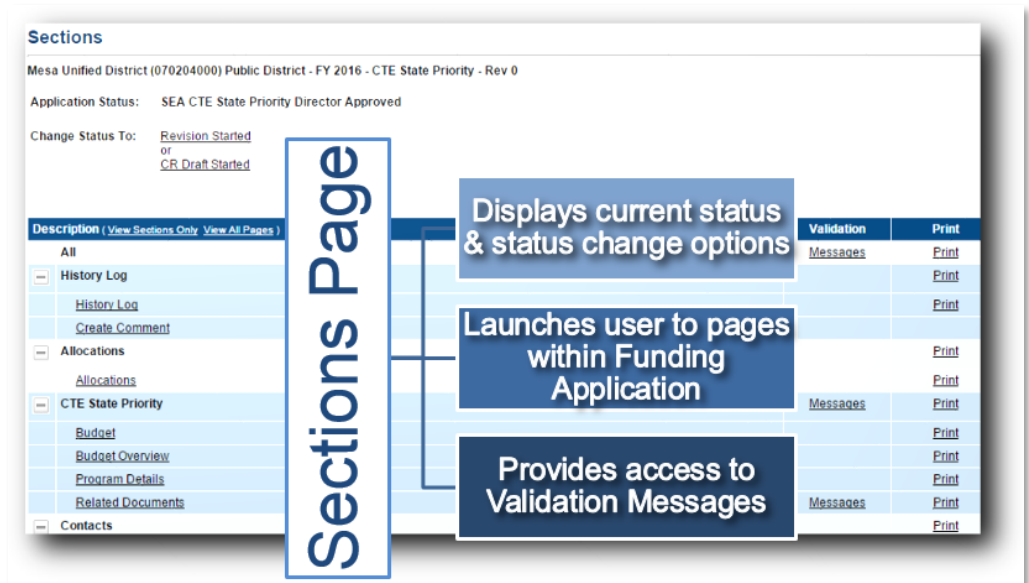
From the Funding Application page, select the desired Funding Application.

## Funding Application Sections Page

The Sections page of the Funding Application outlines various pages/sections that need to be completed prior to submitted the Funding Application for approval.

The Sections page:

- Displays current status and status change options
- Launches user to pages within the Funding Application
- Provides access to Validation Messages (where errors are indicated)



**Sections**  
Mesa Unified District (070204000) Public District - FY 2016 - CTE State Priority - Rev 0  
Application Status: SEA CTE State Priority Director Approved  
Change Status To: [Revision Started](#) or [CR Draft Started](#)

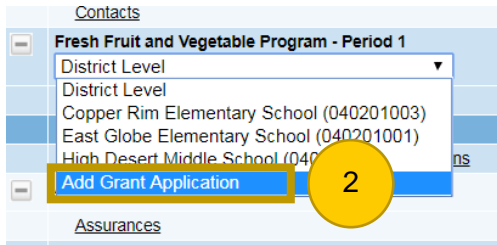
Description ( View Sections Only View All Pages )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
[-] CTE State Priority	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Details</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] Contacts		<a href="#">Print</a>

**Sections Page**

- Displays current status & status change options
- Launches user to pages within Funding Application
- Provides access to Validation Messages

## District vs. Site-Based Funding Applications

How a Funding Application is edited/updated in GME is dependent on whether the application is to be submitted with only one district level budget or if individual site/school budgets are to be submitted as part of the application.



- District: one Budget per Funding Application
- Site: one Budget for each school/site included in the Funding Application
  - You must select Add Grant Application to add each site that will apply for funding (for multiple sites, the step needs to be repeated). **Do not** add the sites that won't be applying for funding.

## Initiating a Funding Application

1. Change status to [Draft Started](#) or [Revision Started](#).
2. If it is a Site-Based Funding Application, select Add Grant Application to add each site/school (see previous section).
3. Complete all pages on the Sections page, excluding any [Checklist](#), [Substantially Approved Dates](#), and [New Application Summary](#) links to submit the Funding Application; you will likely to start with Budget.

### Sections

Academy Of Excellence, Inc. (078604000) Charter District - FY 201

Application Status: Not Started

Change Status To: [Draft Started](#)

[View ADE History Log](#)  
[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All	
<input type="checkbox"/>	History Log
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	Allocations
	<a href="#">Allocations</a>
<input type="checkbox"/>	Private Schools
	<a href="#">Administration</a>
<input type="checkbox"/>	Title I LEA
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">FFATA &amp; GSA Verification</a>
	<a href="#">Program Details</a>
	<a href="#">School Eligibility</a>
	<a href="#">Set Asides</a>
	<a href="#">PPA List</a>
	<a href="#">Eligible Private School Service</a>
	<a href="#">Assurances</a>
	<a href="#">Related Documents</a>
<input type="checkbox"/>	Title II Improving Teacher Quality
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">FFATA &amp; GSA Verification</a>
	<a href="#">Program Details</a>
	<a href="#">Eligible Private School Service</a>
	<a href="#">Assurances</a>
	<a href="#">Related Documents</a>
<input type="checkbox"/>	Title IV-A Student Support & Academic Enrichment



## Budget Page

Budget By Function Codes

	Object Code
<a href="#">Modify</a>	6100 - Salaries
<a href="#">Modify</a>	6200 - Employee Benefits
<a href="#">Modify</a>	6300 - Purchased Professional Services
<a href="#">Modify</a>	6400 - Services
<a href="#">Modify</a>	6500 - Other Purchased Services
<a href="#">Modify</a>	6600 - Supplies

The Budget page can be modified by Object Code (default view) or by Function Code.

To add data to the Budget page, select the [Modify](#) link(s) for each Object/Function Code.

**Note:** if you only see the View link(s), this means the status of the Funding Application is not in [Draft Started](#) or [Revision Started](#).

## Completing the Budget Page

1. Select Add Item to enter your data.
2. Enter the Function Code.
3. Leave the Project Time blank and keep the Quantity at 1.
4. Enter the Salary, Rental, or Unit Cost.
5. Enter descriptive comments on the Narrative Description related to the Function Code.
6. Select Save and repeat Steps 4 – 8 to add another item. Otherwise, select Save and Return to go back to the Budget page.

### Budget Detail

Globe Unified District (040201000) Public District - FY 2019 - **Medium Risk** - IDEA Consolidated - Entitlement - Rev 0 - ID [redacted] School Grant

[Save](#) [Save and Return](#)

Indirect Cost	
Total Allocation	\$7,673.45
Budgeted Amount	\$0.00
Excludable Costs	\$0.00
Indirect Cost Rate	0.00%
Max Indirect Cost based on Budgeted Amount	\$0.00
Cost based on Total Allocation	\$0.00

Add Item	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
<a href="#">Remove</a>	6100 - Salaries	<input type="text"/>	<input type="text"/>	1	\$0.00	\$0.00
		1000 - Instruction 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) 2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) 3000 - Operation of Non-Instructional Services				

**Note:** If you need to remove any lines, select [Remove](#).

## Budget: Entitlement vs. Competitive Funding Applications

### Entitlement Funding Application

The Budget page will display the following:

- LEA Allocation **prior** to the program area approval
- Total of all budget items entered by the LEA vs. the allocation amount

Indirect Cost	
Total Allocation	\$28,468.11
Budgeted Amount	\$28,292.91
Excludable Costs	\$0.00
Indirect Cost Rate	6.44%
Max Indirect Cost based on Budgeted Amount	\$1,722.42
Max Indirect Cost based on Total Allocation	\$1,722.42

Budget By Function Codes

Object Code	Total
Modify 6100 - Salaries	\$1,000.00
Modify 6200 - Employee Benefits	\$180.00
Modify 6300 - Purchased Professional Services	\$1,000.00
Modify 6400 - Services	\$0.00
Modify 6500 - Other Purchased Services	\$1,000.00
Modify 6600 - Supplies	\$19,100.00
Modify 6731 - Supplies (Under \$5,000)	\$0.00
Modify 6732 - Supplies (Under \$5,000)	\$0.00
Modify 6734 - Supplies (Under \$5,000)	\$0.00
Modify 6735 - Supplies (Under \$5,000)	\$0.00
Modify 6737 - Supplies (Under \$5,000)	\$0.00
Modify 6738 - Supplies (Under \$5,000)	\$0.00
Modify 6733 - Capital (\$5,000 or Above)	\$0.00
Modify 6736 - Capital (\$5,000 or Above)	\$0.00
Modify 6739 - Capital (\$5,000 or Above)	\$0.00
Modify 6800 - Other Expenses	\$6,012.91
Modify 6910 - Indirect Cost Recovery	\$0.00
Modify 0190 - Capital Outlay	\$0.00
<b>Total</b>	<b>\$28,292.91</b>
<b>Adjusted Allocation</b>	<b>\$28,468.11</b>
<b>Remaining</b>	<b>\$175.20</b>

As you enter/update your budget items, your **Total** budgeted, **Adjusted Allocation**, and **Remaining** amount will update accordingly.

Before submitting an **Entitlement Funding Application** for Program Area approval:

- Verify that you have fully budgeted to the allocation
- OR**
- Verify with the Program Area that it is permissible to submit an application where the budget is less than the allocation

An application that is fully budgeted to the allocation will show \$0.00 as the **Remaining** amount.

### Competitive Funding Application

The Budget page will display the following:

- LEA **Total** as summarized from all budget line items entered on the Budget Details page; this amount will become the allocation on the Program Area approval of the application.
- **Adjusted Allocation** is set at \$0.00 until application is approved by the Program Area.
- **Remaining** amount as a negative number until approved by Program Area.



Budget By Function Codes

	Object Code	Total
<a href="#">View</a>	6633 - Fresh Fruits and Vegetables	\$5,095.50
<a href="#">View</a>	6100 (1) - Direct Labor	\$0.00
<a href="#">View</a>	6100 (2) - Indirect Labor	\$0.00
<a href="#">View</a>	6610 - Small Supplies	\$0.00
<a href="#">View</a>	6730 - Equipment	\$0.00
<a href="#">View</a>	6580 (1) - Direct Travel	\$0.00
<a href="#">View</a>	6580 (2) - Indirect Travel	\$0.00
<b>Total</b>		<b>\$5,095.50</b>
<b>Adjusted Allocation</b>		<b>\$0.00</b>
<b>Remaining</b>		<b>(\$5,095.50)</b>

Once the Competitive Funding Application has been approved, the Budget page will display:

- **Adjusted Allocation** will mirror the budget Total
- **Remaining** amount will be \$0.00

Budget By Function Codes

	Object Code	Total
<a href="#">View</a>	6100 - Salaries	\$8,332.49
<a href="#">View</a>	6200 - Employee Benefits	\$1,667.51
<a href="#">View</a>	6300 - Purchased Professional Services	\$0.00
<a href="#">View</a>	6400 - Services	\$0.00
<a href="#">View</a>	6500 - Other Purchased Services	\$0.00
<a href="#">View</a>	6600 - Supplies	\$0.00
<a href="#">View</a>	6731 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6732 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6734 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6735 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6737 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6738 - Supplies (Under \$5,000)	\$0.00
<a href="#">View</a>	6733 - Capital (\$5,000 or Above)	\$0.00
<a href="#">View</a>	6736 - Capital (\$5,000 or Above)	\$0.00
<a href="#">View</a>	6739 - Capital (\$5,000 or Above)	\$0.00
<a href="#">View</a>	6800 - Other Expenses	\$0.00
<a href="#">View</a>	6910 - Indirect Cost Recovery	\$0.00
<a href="#">View</a>	0190 - Capital Outlay	\$0.00
<b>Total</b>		<b>\$10,000.00</b>
<b>Adjusted Allocation</b>		<b>\$10,000.00</b>
<b>Remaining</b>		<b>\$0.00</b>

## Program Details Page

If you are in a Site-Based Funding Application, select the site first to see the [Program Details](#) link.

- Complete all supplemental information, using "N/A" or "0" for non-applicable fields.
- Select **Save and Go To** to save the information on the page; return to the Sections page and complete the next page of the Funding Application.

<input type="checkbox"/>	<b>School Safety Program-Continuation</b>
	Bogle Junior High School (070280120) ▼
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Details</a>
	<a href="#">School Safety Program-Continuation School Allocations</a>
	<a href="#">Related Documents</a>

## Related Documents

Some Program Areas may ask for supporting documents to be uploaded to accompany the Funding Application. Documents uploaded in the Related Documents page are either Required or Optional Related Documents.

- **Required:** Applications cannot be submitted unless documents are uploaded.
- **Optional:** Documents do not apply to ALL LEAs, but should be noted in the event they are applicable.

## Uploading Documents

1. Select the Document Template, if provided, and save the template to your desktop.
2. Once you have completed the template, Select Upload New.
  - a. If you do not see the Upload New, be sure you are in Draft Started or Revision Started status.

Required Documents		
Type	Document Template	Document/Link
LEA'S Response to Assurances #18, 19 and 27 [Upload 1 document(s)]	LEA'S Response to Assurances #18, 19 and 27	<a href="#">Upload New</a>

Optional Documents		
Type	Document Template	Document/Link
Affirmation of Consultation	Affirmation of Consultation	<a href="#">Upload New</a>
LEA Tribal Affirmation of Consultation	LEA Tribal Affirmation of Consultation	<a href="#">Upload New</a>
Schoolwide Consolidated Excel Template	Schoolwide Consolidated Excel Template	<a href="#">Upload New</a>
Capital Outlay Worksheet	Capital Outlay Worksheet	<a href="#">Upload New</a>
Other	N/A	<a href="#">Upload New</a>

3. **Click a hyperlink to a publicly accessible document residing elsewhere.**

Upload Data File:  LEA Assurances.docx

URL:

4. **Document Name:**

5.

3. Select Choose File to upload the completed template.
4. Type the document name (be specific).
5. Select Create.

6. Your template should be available under Document; you have the option to update or delete.

Required Documents		
Type	Document Template	Document/Link
LEA'S Response to Assurances #18, 19 and 27 [Upload 1 document(s)]	LEA'S Response to Assurances #18, 19 and 27	<a href="#">[Update]</a>   <a href="#">[Delete]</a>    Response to Assurances #18,19, and 27

## Validation Messages

Validation messages should be reviewed prior to changing the application status. There are two types of messages:

1. **Error:** prevent submission and must be corrected to proceed
2. **Warning:** does not prevent submission, but points out potential issues that should be reviewed prior to submission

## Accessing Validation Messages

On the Sections page of the Funding Application, select [Messages](#) under the Validation column on the [All](#) row to see all validation messages rather than individual ones.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		

Select the message itself to be directed to the page where the **Error** or Warning has occurred.

IDEA - Basic		
<b>Budget</b>		
<a href="#">The IDEA - Basic budget of \$6,547,679.33 is greater than the Adjusted Allocation amount of \$5,489,238.99.</a>	1	Error
<a href="#">The total Indirect Cost Recovery budget amount of \$267,534.18 may not exceed the maximum amount of \$0.00.</a>		Error
<b>Related Documents</b>		
<a href="#">The optional Related Document 'Capital Outlay Worksheet' has not been uploaded. Please be certain this is the intention.</a>	2	Warning
<a href="#">The optional Related Document 'Other' has not been uploaded. Please be certain this is the intention.</a>		Warning

## Submitting the Funding Application

Prior to changing the status of the Funding Application to submit, review the checklist below:

- Have all **Budget** lines been entered, including detailed **Narrative Description**?
- Have all the **Program Details** lines and any other supplemental page(s) been completed?
- Have all **Related Documents** been uploaded?
- Have all **Validation Messages** been checked?

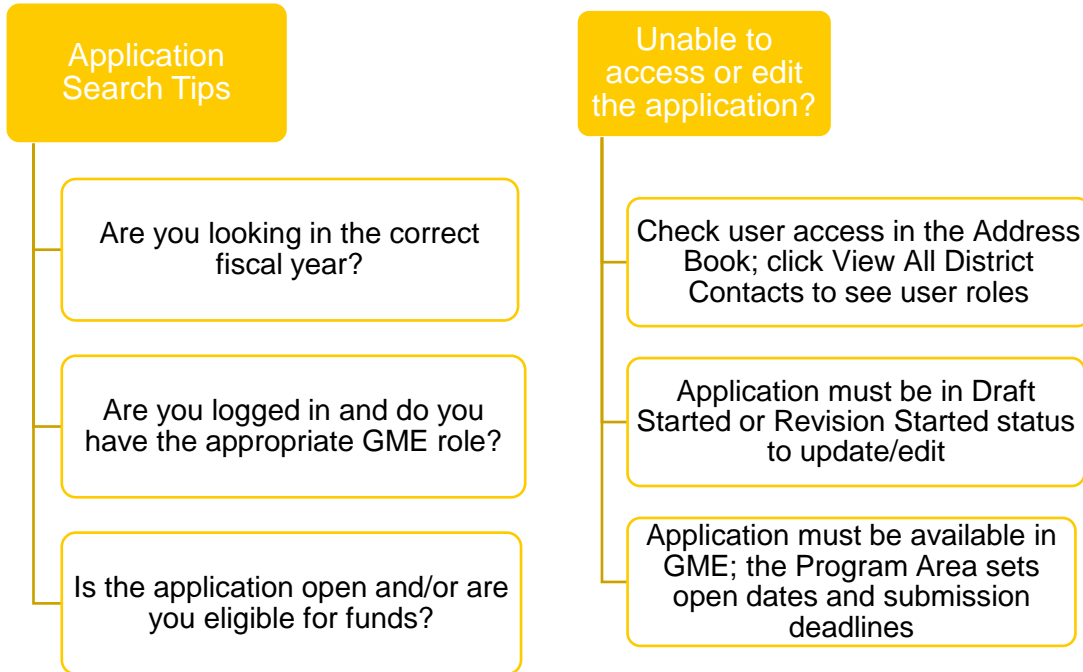
In the event additional edits are needed prior to submission, the **LEA Business Manager** and/or the **LEA Authorized Representative** can choose to change the status to [LEA Business Manager Returned Not Approved](#) and/or [LEA Authorized Representative Returned Not Approved](#), respectively.

## Changing Status to Submit the Funding Application



\* This status indicates the Funding Application is submitted and ready to be reviewed by Program Area.

## Helpful Tips



## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Passwords/ADEConnect Support</b>
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov