

Grants Management – Basic Grants Guide for ESEA Title Grants & IDEA Grants

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Arizona school districts receive various grants from local, state and federal funding sources. Many of the state and federal grants are passed through and managed by Arizona Department of Education. ADE uses the Grants Management Enterprise system (GME). This article provides a few tips and tricks for managing some of the most common entitlement grants Arizona school districts receive. As grants are always evolving, it is important to note this guide is information available as of 11/10/2023. The information is derived from www.gme.azed.gov.

Key Factors for ESEA and IDEA grants

To download the following tables as a separate PDF, [click here](#)

Title Grants -	Title I-A	Title II-A	Title IV-A	Title III
Fund Range	100 - 139	140 - 149	160 - 169	190 - 199
Grant Purpose	The purpose of Title I-A of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.	The purpose of Title II-A is to improve the quality and effectiveness of teachers and school leaders and to support retention/recruitment of student teachers and leaders.	The Title IV-A grant is intended to be used to provide all students with a well-rounded education, improve school conditions, and improve the use of technology in order to improve the academic and digital literacy of all students.	The purpose of the Title III grant is to improve the education of English learners (ELs) by helping them learn English and meet challenging state academic content and student academic achievement standards.
Grant Application Due Date	Usually May 1			
Budget Allocation Transferable to another grant?	No.	Yes. You can transfer from Title II into Title I-D, Title I-C, Title III-A, Title IV-A, and Title V-B NOTE - When funds are transferred from one grant to another, it takes on the new grants expenditure allowability. In addition, transfers must occur during the first 15 months of the grant period. Carryforward funds cannot be transferred.	Yes. You can transfer from Title IV-A into Title I-D, Title I-C, Title II, Title III-A, and Title V-B NOTE - When funds are transferred from one grant to another, it takes on the new grants expenditure allowability. In addition, transfers must occur during the first 15 months of the grant period. Carryforward funds cannot be transferred.	No.
Reimbursement Requests	Recommend being completed at least monthly as expenditures are occurring. If an entity waits to request expenditure reimbursements until an amount builds, ADE may require the entity must submit acknowledgement of the large reimbursement and reasoning for the untimely reimbursement request in the History Log.			
Budget Carryforward Allowed?	May only carryforward up to 15% of their budget allocation. However, there is a provision that allows an entity to request a waiver to carryover more than 15% once every 3 years. If the entity does receive a carryforward allocation in the next fiscal year, the grant will automatically be placed into revision, and the entity will need to revise the grant to add in the additional grant capacity to their budget. NOTE - If an entity carries forward an amount of their allocation, they have an additional 12 months to spend that allocation. If they do not spend it within the next 12 months, the entity may not be able to carry it forward into the next year.	May carryforward 100% their budget allocation. NOTE - If an entity carries forward an amount of their allocation, they have an additional 12 months to spend that allocation. If they do not spend it within the next 12 months, the entity may not be able to carry it forward into the next year.		
Completion Report (CR)	The CR's open July 1 and are due 90 days after the grant end date - December 29. Best practice is if the entity does not run the grant for 15 months - submit the CR after closing the fiscal year.			

IDEA Part B Grants -	Section 611 (FY23 and prior, known as IDEA Basic)	Section 619 (FY23 and prior, known as IDEA Preschool)
Fund Range	220 - 229	220 - 229
Grant Purpose	The purpose of the Section 611 grant is to support eligible children experiencing disabilities aged 3 through 21 to ensure they receive an appropriate education.	The purpose of the Section 619 grant is to provide additional support to eligible children experiencing disabilities aged 3 through 5.
Grant Application Due Date	Usually, May 1.	
Budget Allocation Transferable to another grant?	No.	
Reimbursement Requests	Recommend being completed at least monthly as expenditures are occurring. If an entity waits to request expenditure reimbursements until an amount builds, ADE may require the entity must submit acknowledgement of the large reimbursement and reasoning for the untimely reimbursement request in the History Log.	
Budget Carryforward Allowed?	May carryforward 100% their budget allocation. NOTE - If an entity carries forward an amount of their allocation, they have an additional 12 months to spend that allocation. If they do not spend it within the next 12 months, the entity may not be able to carry it forward into the next year.	
Completion Report (CR)	The CRs open July 1 and are due 90 days after the grant end date (9/30) - December 29. Best practice is if the entity does not run the grant for 15 months - submit the CR after closing the fiscal year.	

Tips for Fiscal Monitoring of Grants –

To monitor grant expenditures in School ERP Pro –

1. Make sure your School ERP Pro budget agrees with the GME allocated budget.
 - o General Ledger -> Budgeting -> Budget Input
 - o In the account filter - Input the fund number and a 6 for the first element in the object code and select Apply Selection. The total budget should agree to the amount budgeted within GME. If it does not, you will want to update the account filter to match the GME function and object codes and update the budgeted amounts within School ERP Pro.
2. Run the AZ-Grants Management Report as of the substantial approval date through the present day to review the entity’s expenditures compared to what was budgeted for in the grant.
 - General Ledger -> Reports -> AZ - Grants Management Report
 - o If your entity runs its grants for 12 months -
 - Select the grant fund number box.
 - The From Date should be the grants substantially approved date.
 - NOTE - This date is not ALWAYS 7/1. Review your grant details.
 - The To Date is recommended to be the date you are running the report. The To Date should be the last day a transaction/journal entry is posted against the fund.
 - The fiscal year drop down box should be: Current Year Only
 - o If your Entity runs its grants for 15 months - Make sure you are in the latest connection group for the grant period. For example, grants starting on 7/1/2022 - 9/30/2023, if

6/30 has not passed, you will run the report from the FY23 connection group. If 6/30 has passed, you will want to be in the FY24 connection group running this report.

- Select the grant fund number box.
 - The From Date should be the grants substantially approved date.
 - NOTE - This date is not ALWAYS 7/1. Review your grant details.
 - The To Date is recommended to be the date you are running the report. The To Date should be the last day a transaction/journal entry is posted against the fund.
 - The fiscal year drop down box should be: Current Year Only for grant periods that 6/30 has not yet passed and Current Year & Prior Year if 6/30 has passed and the grant is in its last three months.
3. After the report is ran, you will then review the budget column against the expenditures column to ensure the Entity has not overspent its allocation or to investigate any potential need for a budget revision. Note – the budget column will populate the budgeted from the fiscal year connection group the report is generated from.

To monitor the grant expenditures manually –

1. If your entity utilizes another system outside of School ERP Pro, you will want to ensure that your systems budget is updated to match the grant allocated budget. If your system does not hold budgets, it's recommended to utilize a spreadsheet to track the grant budget.
2. ADE has created a template for entities to utilize if they must manually track their expenditures. **See document attached.** You will review your systems transactions that are coded to the applicable budget function and object codes and populate the template. You can also use this template as your expenditure back up when completing budget revisions.
3. After the template is built, you will then review the amount expended against the GME budget allocation to ensure the Entity has not overspent its allocation or to investigate any potential need for a budget revision.

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