



Maricopa County

Superintendent of Schools

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ACTIVITY PROCESS OF AN ADE-ADMINISTERED GRANT PROJECT'S LIFE

1. Application: The application is filed electronically with the appropriate Arizona Department of Education (ADE) program office on the ADE Grants Management Enterprise (ADE GME) Home Page website. The link can be found on the Maricopa County Superintendent of Schools Office (MCSOS) Grant Management (GM) webpage at http://www.maricopa.gov/schools/fiscal_services.asp?goto=gr. For each grant, you must apply/renew the grant project **every fiscal year**. NOTE: For federal grant projects, please budget for indirect costs to cover your district indirect costs and the MCSOS indirect costs. Additional information on the county schools superintendent's indirect costs can be found on the ADE GME website.
2. Enter Budget: Once the application is approved, then the ADE will assign the grant project a unique ADE project number with its complete grant detail in the Project Summary of the ADE GME website. Subsequently thereafter, the MCSOS will assign a unique grant fund account number for the LEA (Local Education Agency) to be used in your financial accounting system in accordance with the current Uniform System of Financial Records (USFR) Chart of Accounts. All of the MCSOS fund account assignments by fiscal year can be found on the MCSOS GM website. **Promptly** enter the budget line items into your financial system for each grant. Then, transfer the budget journal entry file to the County Visions General Ledger (GL), if applicable.
3. Cash Management Report and the Return of Quarterly Interest: A cash management report is filed electronically by the LEA with the ADE for every ADE-administered *federal* grant project between the **first and the eighteenth of every month**, including the month of June. This is also an ideal time to remit the excess interest income (interest in excess of \$100.00) on all of the current federal grant projects to the ADE Accounting unit as this process is required at least **quarterly** (however, it may not apply to the Johnson O'Malley grant). See the County Carryover JE & Reversion Account Codes link on the MCSOS GM webpage for the proper account codes to use. Additional information on cash management reports and return of funds can be found on the ADE GME website.
4. Amendment: An amendment may be submitted electronically by the LEA with the ADE to generally reflect changes in budget line items, ADE allocations, (local/state) carryover monies, and/or project end dates. Amendments are due at the ADE **no later than ninety days prior to their grant projects' end date**. The amendment submittal due date for grant projects ending on June 30 is **April 2** (for projects ending on September 30 it is **July 3**).
5. County Carryover (CCO) Journal Entry and Budget Update: If the amendment includes local (*county*) carryover monies as part of its funding source, then a journal entry in your financial accounting system must be posted **promptly** to bring forward the county carryover monies from the grant holding fund account, 9fund account, into the current year grant fund account. See the County Carryover JE & Reversion Account Codes link on the MCSOS GM webpage for the proper journal entry codes to use. Also, **immediately** update your budget line items in your financial system for the prompt release of upcoming grant warrants by the MCSOS Accounts Payable subdivision. Transfer both the adjusting journal entry (CCO) and the budget journal entry files to the County Visions GL, if applicable.

6. Completion Report and Supplemental Narrative Documents: A completion report must be filed electronically with the ADE after the grant project end date. Some grant project completion reports require a completion report supplemental narrative document(s) that also must be submitted to the ADE. The completion report and its applicable supplemental narrative document(s) are due at the ADE **within ninety days after its grant project end date**. The grant project completion report with a project end date of June 30 is due at the ADE by **September 28** (for projects ending September 30 the due date is **December 29**). NOTE: Prior to submitting your on-line completion report with the ADE, its grant fund account in your financial system must be reconciled with the MCSOS. For applicable Visions clients, this includes confirmation of the data in the County Visions GL are in sync (agreement) with the data in your Visions system. Please see the Grant Completion Report Information link on the MCSOS GM website for more information on completion reports.
7. Final Completion Report Approval by the ADE: Subsequently after the MCSOS certifies your completion report it is electronically transmitted to the ADE program office for final review and approval. Once approved, then the ADE program area will electronically notify the LEA contact person on *file* of its status. For all other LEA personnel, the notification can be found in the "View Approved Completion Reports" section of the ADE GME Completion Reports menu.
8. Final Disposition of Monies: The ADE completion report notification will include the final disposition of your grant project's balances (your reported "Cash On Hand", "Interest Earned" and "Other" balances). The disposition of your grant project's monies are typically amended into the following fiscal year's grant project and/or returned to the ADE Accounting unit. It is imperative that the ADE's directive is immediately followed by the LEA prior to the fiscal year end to avoid a cumulative of outstanding grant fund account balances in your grant fund accounts of your financial system.

PLEASE FREQUENTLY VIEW BOTH THE MCSOS GRANT MANAGEMENT AND THE ADE GME HOME PAGE WEBSITES FOR VALUABLE AND CURRENT INFORMATION ON GRANTS.