



Arkansas Department of Education

Division of Career and Technical Education

Preparing Students for Future College and Career Success

State Start-Up Implementation Guidance 2023-2024 Grant Awards

State Start-Up Grants are administered through the Grants Management System (GMS) at the Arkansas Department of Education. Grants must be reviewed and accepted by the Superintendent prior to funds being spent. Below is the timeline projected for 2023-2024 Grant Recipients. Please keep in mind this timeline is different from prior year awards and is subject to change.

State Start-Up Grant Timeline

June 15, 2023	Superintendents Receive Grant Notification via GMS for acceptance.
June 15, 2023-July 1, 2023	Superintendent ACCEPTS Grant in GMS. Spending can commence no earlier than July 1, 2023 .
July 1, 2023	Spending of funds for Accepted grants may begin.
September 12, 2023	First monthly draw down for reimbursements is processed.
January 15, 2024	A minimum of 50% of grant funds must be expended and reimbursed.
January 31, 2024	Mid-Year Expenditure Reports due in GMS.
March 31, 2024	All grant funds must be expended
April 30, 2024	All grant funds expended and reimbursed. All documentation submitted in GMS.

*****Any timeline modifications needed by a district must be submitted in writing to the Arkansas Department of Education: Division of Career and Technical Education Perkins and Accountability Office prior to the missed deadline.*****

Purchasing

All grant funds must be used to purchase items from the minimum equipment list for the approved program. Any request for changes need to be submitted in writing to the Arkansas Department of Education: Division of Career and Technical Education Perkins and Accountability Office prior to purchase. Reimbursement occurs through a monthly drawdown beginning in September 2023. Funds will be automatically reimbursed once approved by DCTE. Districts must ensure they are using funding code 2340 and revenue code 32480 for State Start-Up grant expenditures.

Grants Management System (GMS)

The following reports are required of the district upon the acceptance of the grant.

- **Mid-Year Expenditure Report** – All grant recipients must complete mid-year budget report by the January 31, 2024 deadline. The grantee must submit an expenditure audit trail for the period of July 1st (Period 1) through December 31st (Period 6). You are highly encouraged to work with your general business manager/district treasurer in completing the mid-year budget report. Complete and submit report in GMS..
- **Grant Performance Report** – Due once the grant recipient has fully expended grant funds. This report discusses how the grantee completed the goals and objectives of the grant. If the grantee needs to submit data to support information on the grant performance report, they must upload those documents in “Other Documents”.
- **Inventory Form** – Due once the grant recipient has fully expended grant funds. Upload the inventory form in “Other Documents”. The inventory form can be found [here](#).
- **Expenditure Audit Trail** - Due once the grant recipient has fully expended grant funds. Upload in “Other Documents”.
- **Final Expenditure Report** – The Final Expenditure report is due once all expenditures are completed. Complete in GMS.

By accepting this grant, the school district agrees to the Grant Terms and Conditions as outlined in the grant application and the maintenance of the equipment and program for at least five years.