

## ARIZONA DEPARTMENT OF EDUCATION'S PURPOSE:

“Ensure all Arizona children have the knowledge to determine their future, are prepared to achieve their goals, and be successful citizens.”



## GRANTS MANAGEMENT'S MISSION STATEMENT:

“Committed to serve our customers by delivering the highest quality support through innovation, individual pride, and friendliness.”



## GRANTS MANAGEMENT

Arizona Department of  
Education  
1535 West Jefferson, BIN 3  
Phoenix, AZ 85007

**Phone:** (602) 542-3901

**Website:** [www.azed.gov/  
grants-management](http://www.azed.gov/grants-management)

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Printed in Phoenix, Arizona, by the  
Arizona Department of Education



**Printed:** January 2020



“Expanding  
educational  
support for  
Arizona’s  
communities”



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## WHO WE ARE:

Grants Management is comprised of four units: Training, Technology, Processing, and Federal Fiscal Monitoring.

Grants Management works collaboratively with various ADE divisions and works with the local education agencies (LEAs) and state agencies, to assure proper fiscal oversight and timely grant funding to all the entities we serve.

## NEED TRAINING?

**Contact:** (602) 542-3901  
*Option 1*

- Webinars and in-person classes are scheduled quarterly. For a list of upcoming training, please visit our GME Home page Training Schedule.
- An assortment of training materials is available in the Grants Management Resource Library—GME User Resources/Training.

### Useful Links:

- <https://ems.azed.gov>
- [www.gme.azed.gov](http://www.gme.azed.gov)
- [www.azed.gov/grants-management/](http://www.azed.gov/grants-management/)



## TECHNOLOGY UNIT

**Contact:** (602) 542-3901  
*Option 1*

- Expiration Date (CCR) Questions
- General Statement of Assurances (GSA)
- Grants Management Enterprise (GME) User Access
- GME Reporting
- GME Technical Issues
- GME Workflow Updates



## FEDERAL FISCAL MONITORING UNIT

**Contact:** (602) 542-3901  
*Option 3*

- A-133 Single Audit Processing
- Federal Fiscal Monitoring



## PROCESSING UNIT

**Contact:** (602) 542-3901  
*Option 2*

### General:

- Completion Reports (CR) and CR Revisions
- Federal & State Interest
- General Fiscal Questions
- Global and Project Holds
- Grant Refund Processing
- Indirect Cost
- Maintenance of Effort (MOE)
- Reimbursement Requests (RR)
- Title I Waivers
- Uniform Grant Guidance (UGG)
- Uniform System of Financial Records (USFR & USFRCS)

### Health Nutrition:

- Attendance Factor
- Claims and Advances
- Excess Cash
- Fiscal Actions
- Food Service Annual Financial Report
- One Time Exception

