



Grants Management Department

1535 W. Jefferson St.

Phoenix, AZ 85007

Phone: 602-542-3901

New Resource: LEA Desk Guide

(X) For Your Information

Intended Audience

- LEA Business Manager

Grants Management has created the LEA Desk Guide with you in mind! This guide is meant to provide an overview of Grants Management processes. The information included is not meant to be a comprehensive account of all the information needed to complete a task, but rather to supplement [training](#) and [policies](#) that already exist.

We hope that a broader overview will help put into perspective why certain deadlines and requirements are needed. The guide is meant to answer the questions of “why” rather than “how”. This guide is meant to work for the person who likes detailed information and wants to read it from start to finish, or for the person who wants to look up a section at a time.

The LEA Desk Guide is available in the Grants Management Resource Library **HERE**.

For direct assistance please contact Grants Management at 602-542-3901, Option 1 or via [Help Desk](#).



Arizona Department of Education

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