



New Time & Effort Guide!

Grants Management is excited to introduce a new, revised Time and Effort Guidance Document. This document can be found [here](#).

Highlights Include:

- Simplified guidance and clarity
- Internal controls/policy requirements
- Documentation requirements
- Examples and best practices
- FAQs

Top Tips from the Fiscal Team

Reimbursement Request Reminder

Any Reimbursement Request at or over 20% of the total allocation will require an expenditure summary report. This is the only required documentation, a comment is no longer needed in the history log.



Common Audit Finding:

Lack of Internal Policies and Procedures

LEAs must have their own internal policies and procedures. To ensure proper implementation and oversight, staff should be notified and trained on all LEA policies and procedures.

The Arizona School Boards Association (ASBA) offers a policy builder that can be utilized by LEAs. The ASBA policy builder is only a guide and should be tailored to each LEA.

Missing or incomplete policies and procedures, or insufficient staff training may result in a finding during an ADE fiscal monitoring.

Please reach out to the Fiscal Monitoring team if you have any questions or need assistance.

LEA Accomplishments

July 2022

- 838** Approved Funding Applications
- 109** Approved Completion Reports
- 879** Processed Reimbursement Requests

Fund-a-mentals

GME 101

Any GME user can create comments that will be permanently displayed in the History Log. Please note, ADE team members are not automatically notified when a comment has been posted. Tip: Including Grants Management when you create a comment will generate a Help Desk ticket to notify our team assistance is needed.

You do not need a Help Desk ticket when you are performing routine actions. For example, a comment does not need to be sent to Grants Management every time you submit a Reimbursement Request.

Please see the [How to Create a Comment in GME](#) infographic for step-by-step directions on this process.

Check out the Training Talk newsletter for a list of upcoming trainings [here](#).

Meet the Team!



Deirdre Mai

Deputy Associate Superintendent

What do you enjoy most about your job?

"I am thrilled to be working with and leading such an amazing team in Grants Management! I enjoy our work in refining processes, finding new ways to be more efficient and effective, and helping to solve problems."

What is your best grants advice?

"My best grant advice is to ask questions and to reach out for help! Our team is here to help navigate the world of grants. We have staff that provide great technical assistance and training."

Hot Topics

Important information regarding FY23 Indirect Cost Rate calculations

Based on clarifications and guidance provided by our federal partners at USED Office of Finance and Operations Indirect Cost Division, the Arizona Department of Education has made some adjustments to the calculation of your FY23 Indirect Cost rate(s). For those entities who received an approved FY23 Indirect Cost rate already, we will be updating the previously approved rate(s) and you will receive notification of the new approved rate(s) once this new calculation has been made.

We also recognize that this has presented a delay in the approval of some of the FY23 Indirect Cost rate(s) recently received via GME and the help desk. We appreciate your continued patience as we have been working to address several temporary system modifications that were necessary to ensure our LEAs would receive the most accurate and reasonable rates for FY23. Our anticipated completion of this process will be within the next two weeks. Once you receive your confirmed rates, you will be able to use the new rate(s) in the appropriate funding applications and revise your budget at your earliest convenience.

Please be advised that we will be working with the USED over the next several months to revise the indirect cost process entirely for FY24 applications in accordance with the updated federal guidance we have received. We anticipate additional information and training to be available in January 2023.

If you have any questions, please feel free to email Nicole von Prisk at nicole.vonprisk@azed.gov and use the subject line "Indirect Cost Rate Question".



Check out the full list of FY23 important dates [here](#).

Fall Calendar Reminders

August	<ul style="list-style-type: none">• 2022-2023 school year begins- Welcome back!
September	<ul style="list-style-type: none">• FY22 Completion Reports for projects that ended 6/30/2022 are due 9/30/2022
October	<ul style="list-style-type: none">• FY22 Completion Reports for projects ending 9/30/2022 open 10/1/2022• Food Service Annual Financial Reports<ul style="list-style-type: none">◦ For non-LEAs (entities that are not local educational agencies) are due 10/1/2022◦ For LEAs are due 10/15/2022◦ Annual Financial Reports for LEAs are due 10/15/2022• Begin Single Audit Qualifier Questionnaire if prompted by GME notification