



GAINING RESOURCES AND NECESSARY TECHNICAL SUPPORT

JOIN US FOR A COMPREHENSIVE, MULTIDAY, IN-PERSON GRANTS TRAINING EVENT

GME Sandbox: September 25, 2023 | Fall Forum: September 26-27, 2023

The Fall Forum is designed to provide LEA grants professional key information on a wide range of grants topics. [Click here for more information and registration!](#)

Agenda

Monday, September 25, 2023, from 1:00pm – 4:30pm

- GME Sandbox
- Snack Break

Tuesday, September 26, 2023, from 8:00am – 4:00pm

- Breakfast and Registration
- General Session: Grants Management Overview & Dashboard Status of Grants
- Featured Speaker: Bonnie Graham –Federal Regulation Updates
- Breakout Session 1
- Lunch
- Breakout Session 2
- Did You Know Gallery Walk
- General Session: Bonnie Graham – ESSER Compliance Issues and How to Fix Them

Wednesday, September 27, 2023, from 8:00am – 2:00pm

- Breakfast and Registration
- General Session: Items Coming Soon
- Featured Speaker Bonnie Graham – Federal Regulation Updates
- Breakout Session 1
- Breakout Session 2
- Lunch
- Breakout Session 3

*Breakfast and Lunch included in registration cost.

Featured General Sessions

UGG and Edgar Updates

Over the next few months, new guidance and regulation changes will be announced that will impact compliance requirements and program implementation for LEAs as well as ADE's oversight as the pass-through entity for federal funding. **Bonnie Graham, The Bruman Group, PLLC**, will be providing two general sessions to guide LEAs in navigating new Office of Management and Budget grants guidance rules (UGG) and revisions to the Department of Education's General Administrative Regulations (EDGAR).

ESSER Compliance Issues and How to Fix Them

Got ESSER compliance issues? Who doesn't! **Bonnie Graham, The Bruman Group, PLLC**, will review the top challenges and compliance concerns facing LEAs and discuss best practices to try to make corrective actions before you get monitored or audited. Bonnie will cover areas like timely obligation, Davis-Bacon compliance, lack of prior approval, procurement issues, and more! Often self-correction can avoid or limit potential liability – so this is a session you can't afford to miss!

Breakout Sessions

Be in the Know with Grants Management

Please join us for all things Grants Management! Learn about the teams within our Grants Management unit, our coordination with program areas, and how we all are working together to provide you with comprehensive resources and support. In addition, we will also discuss hot topics and upcoming opportunities for support.

Charter Smarter, Not Harder!

This session is beneficial to those new to managing grants at an Arizona charter location. By the end of this session, participants will be able to:

- Navigate the basics of Federal and State grants requirements for charter schools.
- Utilize best practices as shared by those familiar with active regulations and guidance.
- Implement strategies and identify weaknesses to maximize LEA management of funds.

Cracking the Code: The Chart of Accounts

If your district or charter receives state and/or federal funds, and you share in the responsibility for ensuring the proper use of those funds, then this session was made for you! ADE Grants Management has teamed up with the Attorney General's Office to provide an overview of the Chart of Accounts. The Chart of Accounts (COA) is a structure of codes used for the classification, budgeting, recording, and reporting of financial transactions. Join us today and crack the code!

Fiscal Year-End Closeout

Participants will receive reminders about all the things to make for a successful and timely fiscal year-end closing. Information will be provided on budget revisions, liquidating funds, completion report processing, and tips for keeping on schedule.

FUND-a-mentals

Words, words, words! Overwhelmed by all the acronyms and terminology? We are here to help. Grants management encompasses such tasks as applying for grants, accepting, or disbursing funds, adhering to requirements, and all the steps in between. Come learn the language of grants and what it means for you.

GME Requests and Resource Roundup

Review solutions to several common hang-ups that organizations may face while interacting with GME and relevant systems. Obtain a general understanding of available resources related to grant funding and support for the Arizona Department of Education's program areas and business units.

Hot Topic!!

Description coming soon!

Let's Play - Finding or No Finding

In game format, attendees will be provided scenarios in which they must decide whether it would result in a finding during a Fiscal Monitoring Review conducted by Arizona Department of Education Fiscal Monitors.

Leveraging the Superpower of Internal Controls

Do you want to know if your policies and procedures are audit-proof? Reduce administrative burden by creating and implementing effective systems. Join us in this breakout session where attendees will learn the value of maintaining strong policies and procedures. Participants will also be provided with strategies and best practices for evaluating their current systems.

Missed Opportunities

Protect your grant funds and don't miss out! Join us to learn more about the risk of expiring funds, holds for noncompliance, common fiscal pitfalls, and other issues that can impact your funding. Presenters will also share critical deadlines and tips and tools available to help you stay on track and reduce your risk of a missed opportunity.

No Risky Business - Just Risk Assessment

Participants will receive information about the annual comprehensive risk assessment ADE is required to conduct for all subgrantees. Attendees will be taken on a data walk as they look at their own LEA's risk assessment report. Tips and strategies to improve scores, risk indicators, along with discussion topics to take back to sites will be shared.

Procurement Best Practices

This session will review recent and top findings in procurement that could have been avoided had internal controls been in place! Procurement issues outweigh any other area in federal grants management. Join **Bonnie Graham, The Bruman Group, PLLC**, to learn about the Uniform Grants Guidance rules and best practices to avoid noncompliance. In addition, **the Arizona Auditor General's Office** will be on hand to provide guidance on state procurement questions.

Streamlining the Planning Tool

In this session, presenters will discuss upcoming revisions of the Planning Tool including the Comprehensive Needs Assessment (CNA), LEA Integrated Action Plan (LIAP), and School Integrated Action Plan (SIAP). ADE teams are working to streamline these requirements for FY25 to reduce the burden on LEAs in completing the Planning Tool and focus on the essential funding requirements and the specific elements to support continuous improvement planning.

The Grants Cycle: Embark on an Unforgettable Journey!

Unite with other grant professionals to conquer the grant cycle one fiscal action at a time! This session is designed to help participants improve their grants management knowledge from pre-award to closeout. Join the fun and chart the course to successfully administer state and federal grant funding.

Time & Effort

In this session, **Bonnie Graham, The Bruman Group, PLLC**, will discuss the time and effort requirements for employees paid with federal funds. The discussion will include the requirements for maintaining time and effort, flexibilities for documentation, and federal guidance on compliance. Additionally, presenters will discuss internal controls that grantees can implement to avoid common pitfalls.

Unwinding Findings: The Ins and Outs

This session is open to anyone looking to expand or reinforce their knowledge of Fiscal Monitoring findings with a range of topics including:

- Types of findings
- Where most findings come from
- Common findings and how to avoid them

What to Expect When You Expect to be Monitored

Fiscal monitorings review the internal controls developed and implemented by your LEA to demonstrate compliance with applicable State and Federal funds. So, how do you prepare? This session will review monitoring expectations, types of documentation that may be requested, and share strategies for completing a fiscal monitoring by Grants Management.