



Monday, August 25<sup>th</sup>

# **GME Navigation Workshop**

## **BREAKFAST**

8:00-9:00am

*Saguaro Dining*

## **Welcome & Opening Remarks**

9:00-9:15am

*Cottonwood*

## **Morning Session**

9:15a-12:00p

*Cottonwood*

## **LUNCH**

12:00-1:00pm

*Saguaro Dining*

## **Afternoon Session**

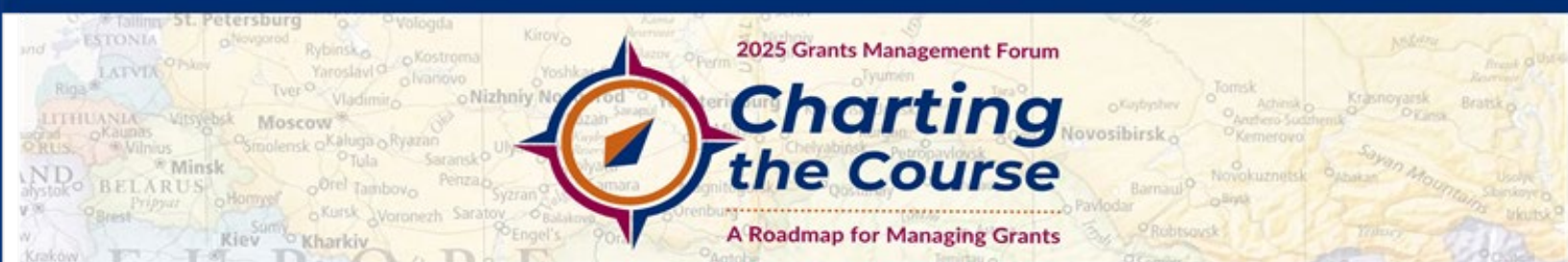
1:00-3:00pm

*Cottonwood*

## **Closing Remarks**

3:30-3:45pm

*Cottonwood*



*Tuesday, August 26th*

## **Charting the Course – Day 1**

### **BREAKFAST**

8:00-9:00am

*Saguaro Dining*

### **Welcome Address**

9:00-9:15am

*Cottonwood*

### **Keynote – Bonnie Graham**

9:15-10:45am

*Cottonwood*

### **Networking Break**

10:45-11:00am

*Cottonwood*

### **Updates from Grants Management**

11:00a-12:00p

*Cottonwood*

### **LUNCH**

12:00-1:00pm

*Saguaro Dining*

### **Breakout Session One**

1:15-2:00pm

*Ocotillo; Brittlebush; Chia; Desert Star*

### **Breakout Session Two**

2:15-3:00pm

*Ocotillo; Brittlebush; Chia; Desert Star*

### **Closing Remarks**

3:15-4:00pm

*Cottonwood*



Wednesday, August 27<sup>th</sup>

## Charting the Course – Day 2

8:00-8:30am

### **BREAKFAST**

*Saguaro Dining*

8:30-8:45am

### **Welcome Address**

*Cottonwood*

8:45-9:30am

### **Keynote – Bonnie Graham**

*Cottonwood*

9:30-10:30am

### **Keys to Successful Funding Applications**

*Cottonwood*

10:30-10:50am

### **Superintendent's Address**

*Cottonwood*

10:50-11:10am

### **Chief Financial Officer's Address**

*Cottonwood*

11:15a-12:15p

### **LUNCH**

*Saguaro Dining*

12:30-1:15pm

### **Breakout Session One**

*Ocotillo; Brittlebush; Chia; Desert Star*

1:30-1:50pm

### **Program Area Gallery Walk**

*Cottonwood*

2:00-2:45pm

### **Breakout Session Two**

*Ocotillo; Brittlebush; Chia; Desert Star*

2:45-3:30pm

### **Closing Remarks**

*Cottonwood*



## **Federal Education Updates**

*Bonnie Graham – Bruman Group, PLLC*

August 26<sup>th</sup> 9:00am, Cottonwood

Will discuss latest guidance and updates from DC affecting federal education programs and grants.

## **Cracking the Code: The Chart of Accounts**

*Amanda Winn – Office of the Arizona Auditor General*

August 26<sup>th</sup> 1:15pm, Ocotillo; 2:15pm, Ocotillo

Prepare to learn how to crack the codes of the USFR Chart of Accounts.

## **Average Daily Membership (ADM) Audits**

*Angel Santiago – Arizona Department of Education-Audit*

August 26<sup>th</sup> 1:15pm, Chia; 2:15pm, Chia

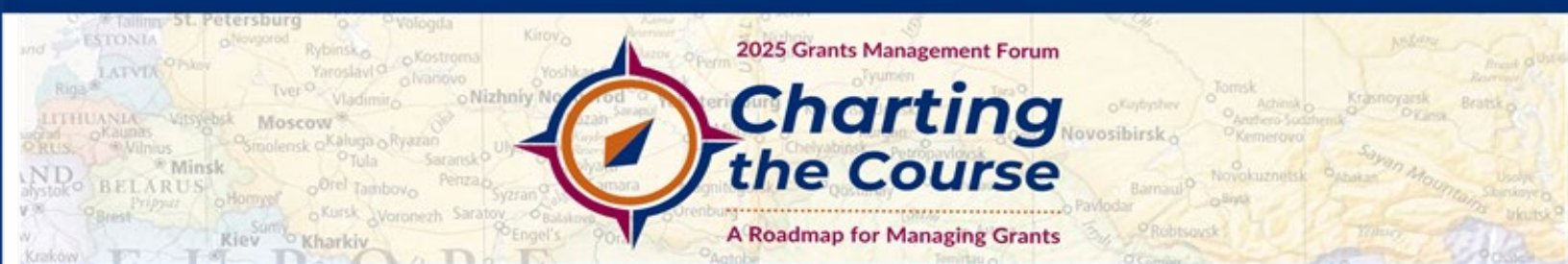
What the unit does (a brief explanation)

## **Annual Finance Report Impacts on Grants**

*Ryan Young – Arizona Department of Education-School Finance*

August 26<sup>th</sup> 1:15pm, Desert Star; 2:15pm, Desert Star

School Finance collects the Annual Financial Reports (AFR) and the corresponding data every year. These reports can create grant holds and affect maintenance of effort (MOE). This presentation will review these impacts and which parts of the AFR are important in regards to grants.



## **Bumps in the Road: Common Fiscal Monitoring Findings and How to Avoid Them**

*Kristin Morris – Arizona Department of Education-Grants Management*

August 26<sup>th</sup> 1:15pm, Brittlebush;

This presentation will dive into the most common findings identified during the fiscal monitoring process. We will discuss scenarios and ways to avoid receiving findings.

## **Your Fiscal Roadmap: Best Practices for Reimbursement Requests and Completion Reports**

*Mhelanie Hernandez – Arizona Department of Education-Grants Management*

August 26<sup>th</sup> 2:15pm, Brittlebush;

The presentation will cover best practices for a better fiscal year closeout.

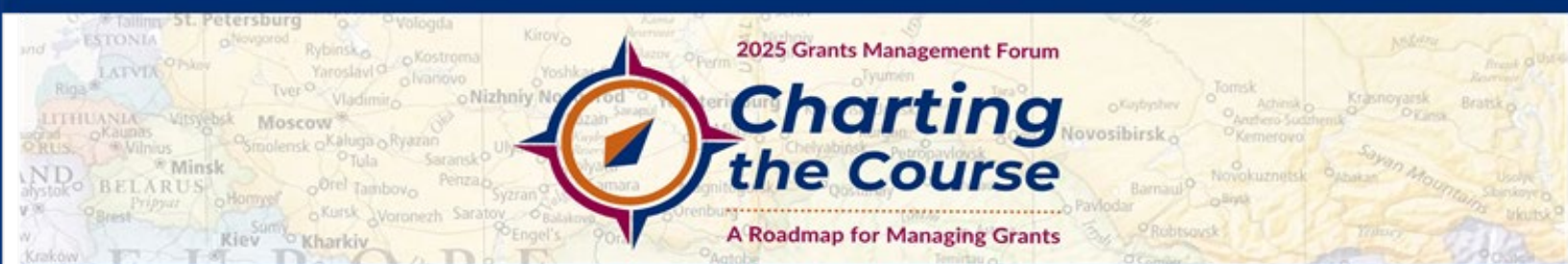
## **X Marks the Spot: The Grants Fiscal Processing Timeline**

*Ryan Adame – Arizona Department of Education-Grants Management*

August 27<sup>th</sup> 12:30pm, Desert Star; 2:00pm, Ocotillo

Using the life cycle of a grant, we will cover the primary topics associated with the Fiscal Processing side of Grants Management from being awarded an approved funding application, to reimbursing over the course of an award, and finally closing out the grant via completion report. Other topics include best practices, our two annual closeout periods, and how to best seek assistance.





## **Effectively Steering the Ship: Policies and Procedures (Procurement & Asset Management)–Part 1 of 2**

*Roxanne Reese & Veronica Vizcarra – Arizona Department of Education-  
Grants Management*

August 27<sup>th</sup> 12:30pm, Chia

Do you want to know that your procurement and asset management 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.

## **Effectively Steering the Ship: Policies and Procedures (Time & Effort, Travel, User Access)–Part 2 of 2**

*Roxanne Reese & Veronica Vizcarra – Arizona Department of Education-  
Grants Management*

August 27<sup>th</sup> 2:00pm, Chia

Do you want to know that your time & effort, travel, and user access 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.



## **GME Frequently Asked Questions**

*Aaron Tyler & Desirae Parada – Arizona Department of Education-Grants Management*

August 27<sup>th</sup> 12:30pm, Ocotillo

Our Grants Management Tech Team has scoured the Help Desk and phone logs for the most common questions we receive related to Grants Management Enterprise (GME) System. Join us as we explore these FAQs and discuss tips and tricks to help you avoid the same issues yourself.

## **Missed the Turn: Navigating Late Submissions and Rerouting for Success**

*Mhelanie Hernandez & Nicole Von Prisk – Arizona Department of Education-Grants Management*

August 27<sup>th</sup> 12:30pm, Brittlebush; 2:00pm, Brittlebush

A presentation on missed opportunities and the downstream effects. To wrap up the presentation, we will go over how to plan for success with resources and best practices.

## **Seeing Both Sides**

*Tim McCain – Casa Grande Elementary School District-CFO*

August 27<sup>th</sup> 2:00pm, Desert Star

Drawing from experience on both the LEA and ADE side of school operations, I'll share important strategies that can make your teams more efficient and streamlined. I'll offer some perspectives that can help ensure you are set up for a successful school year.