



# Grants Management Connection

VOLUME 1, ISSUE 3

OCTOBER 2016

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## Why You Need to Register on SAM.gov

Organizations applying to receive funds from the Arizona Department of Education (ADE) are required to have an active and current [SAM.gov](http://SAM.gov) registration. SAM.gov, otherwise referred to as the System for Award Management, is a central data location utilized by most federal data systems. Registration for SAM.gov is free and houses an organization's Central Contractor Registration (CCR).

For more information regarding SAM.gov, please access the [Help Tab](#) on their website, as the Grants Team does not administer this site. You may also review Section A of the General Statement of Assurance (GSA) for additional information regarding CCR registration requirements.

Please ensure updates made in SAM.gov (including physical addresses, congressional district and legal name) are communicated to the Grants Management team, as we do not receive notification when updates are made within the SAM.gov system.

## User Access in GME and ADEConnect

**Did you know that a review of user access roles in both the Grants Management Enterprise (GME) System and ADEConnect should occur monthly?** This process will help your organization ensure that former employees do not continue to have access to your system. Don't forget that entity roles will not be fully removed until deleted in both locations. It is also important that you have at least two user access administrators in GME to guarantee access can be provided at any time. As a reminder, users with the **LEA Update** role cannot initiate or submit Funding Applications.

If you encounter user access issues within [ADEConnect](#), contact an ADESupport representative at (602) 542-2222 or [ADESupport@azed.gov](mailto:ADESupport@azed.gov), as Grants Management does not administer access to this system.

To brush up on more user access information, check out our GMU: Upcoming Training Opportunities or visit [gme.azed.gov](http://gme.azed.gov) for details on monthly trainings.



*"The beautiful thing  
about learning is  
nobody can take it  
away from you."  
~ B.B. King*



## GME News You Can Use

While working in GME Funding Applications, Reimbursement Requests and Completion Reports users have the ability to move backwards in status by making a status-change "U-Turn" as long as the final step to submit has not yet taken place. This option comes in handy when you have realized you forgot to upload a Related Document to your Funding Application, or someone provides you with a change to the expenditures that you just entered on a Reimbursement Request or Completion Report.

For Funding applications, the status change options of **LEA Business Manager Returned Not Approved** or **LEA Authorized Representative Returned Not Approved** will put the process in reverse so that the application can continue to be edited.

For Reimbursement Requests and Completion Reports, the only status change option needed to return the process to a point where it can be edited is **LEA Business Manager Returned Not Approved**.

If you realize a change needs to be made *after* the process has moved to the SEA (ADE program area) side, contact the program area specialist to initiate the return back to you. Please make sure to use the **Create Comment** function found on the **Sections** page to note you are requesting the program area return your Funding Application, Reimbursement Request or Completion Report.

## Achieve Completion Report Success

If you have ever wondered when Completion Reports (CR) should be submitted, we have the answer for you! Per the Uniform System of Financial Records (USFR), Completion Reports are due 90 days following the project end date. An important reason to avoid late Completion Report submissions is to prevent funding delays to your projects. The GME system is designed to automatically place funds on hold on the 91st day after a project end date if the CR has not been submitted.

Another important guideline to be mindful of when submitting your Completion Report is the ADE Refund Policy. Refunds are due within 15 days after the Completion Report is approved. Ensuring the budget and reported expenditures are correct and all revisions are complete prior to starting a CR is key, as these entries will not only impact the refund request generated by the system, but also the timely processing of your CR.

**Don't forget!** Funding application revisions cannot be done while a Completion Report is in progress.

# On-Site Training Opportunities

In the previous issue, we announced on-site training opportunities with the Grants Management Leadership Team. Grants is scheduling on-site technical support and training sessions in collaboration with the County Superintendents' Offices throughout six Arizona counties during the 2016-2017 school year. If your organization is interested in on-site training, it is not too late to reserve a spot on our tour!

For this opportunity to connect with your Grants Team face-to-face, you can contact us at [Grants@azed.gov](mailto:Grants@azed.gov) with County Training Request as the subject line. Please also include the following information:

- County Name
- Contact Information
- Desired technical support and training topics
- Preferred Training Dates

## Get to Know Your Grants Team



Kristen Heck

In this issue monthly issue of the Grants Management Connection, we are featuring Kristen Heck, Processing Manager for ADE's Grants Management Department.

"I have worked for the Department of Education for nearly 4 years and joined Grants Management in February 2016. The Grants Processing Team and I provide LEAs with ongoing support and assistance related to completion reports, reimbursement requests, USFR, revisions, interest, refunds and funding. I am proud of the excellent service we deliver to our customers and our dedication to supporting the education of today's youth. We look forward to providing you with continuous support."



## Upcoming Training Opportunities

**Title: Funding Application Overview****Date & Time:** October 19, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: GME Navigation Basics****Date & Time:** October 26, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: Completion Report Overview****Date & Time:** October 28, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: Completion Report Overview****Date & Time:** November 9, 2016, 11:00 AM - 12:00 PM**Location:** Webinar**Title: User Roles and User Access Administration****Date & Time:** November 16, 2016, 11:00 AM - 12:00 PM**Location:** Webinar

*For more session details and to register for GMU Training, visit ADE's Event Management Calendar at*

<https://ems.azed.gov/Home/Calendar>