# Grants Management FAQs
# General Statement of Assurance

**1. Q  What is the General Statement of Assurance (GSA)?**

A  It is a document that guarantees accountability to the United States and to the State of Arizona. All LEAs wishing to apply for and receive grant monies must have a current GSA on file at the Arizona Department of Education (ADE). This document is renewed yearly, and is due by May 31st. It is available on the Grants Management Enterprise homepage as a download.

Upon the LEA's submittal of the GSA, access to the secure Grants Management processes is provided for the fiscal year. A Common Logon user ID is assigned for each authorized signer.

**2. Q  Where can I find the General Statement of Assurance form?**

A  You can find the General Statement of Assurance Form online by :

a. Go to the Grants Management Home Page at
http://www.ade.az.gov/gme/
b. Click on General Statement of Assurance link under  Documents and Required Annual Forms
c. You can find the General Statement of Assurance Form under the numeric number 1.

**3. Q  Where can I get a copy of W-9?**

A  AZ W-9 Form can be found from the GAO (General Accounting Office) Vendor Account Set-up Web site at http://gao.az.gov/Vendor/account_setup_home.asp

Once the form is completed, please send directly to :

Arizona Department of Education
Grants Management
Fax : 602-542-3264 or GrantsManagementGroup@azed.gov

**4. Q  Why do I need to submit a copy of W-9 to the ADE Grants Management Office?**

A  Please note that the AZ W-9 form is used to generate your payment from the Arizona Department of Education. A brand new entity who wishes to apply for a grant through the Arizona Department of Education Grants Management Office must submit a copy of W-9.

**5. Q  Who should sign Sections A, C & D of the GSA?**

A    Section A, C, D, and E must be signed by:

- **Districts**: Board President, Superintendent
- **Charters**: Charter Contract Signer
- **Other Type of Entities (Not Districts or Charters)** : Comparable authorized official
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**6. Q  When is the GSA due?**

A    The GSA is an annual requirement, due May 31$^{st}$ of each Fiscal Year. *(For Fiscal Year 2012 the due date has been extended to June 10$^{th}$, 2011)*

**7. Q  Where do I send my completed GSA?**

A    The GSA should be mailed directly to the ADE Grants Management Office:

Arizona Department of Education
Grants Management Bin #3
1535 W. Jefferson St
Phoenix, AZ 85007

**8. Q  Can I fax or email the signed GSA to you?**

A    No. GSA's must be signed by the authorized signer's in blue ink, and a hard copy must be mailed directly to the ADE Grants Management Office:

Arizona Department of Education
Grants Management Bin #3
1535 W. Jefferson St
Phoenix, AZ 85007

**9. Q  Although I am a signer on the General Statement of Assurance, I generally have qualified staff perform data entry and submission while "borrowing" my user ID. Is this how to handle the situation?**

A    A user ID should always be securely protected and considered proprietary. Persons "loaning" their user ID do so at their own discretion. However, Grants Management is able to assign "capture only" permission for data entry purposes only. This allows the user to enter data, but not submit.

**10. Q  What is CAPTURE access and how does it work?**

A    CAPTURE access allows a user to enter data but not submit through the Grants Management Enterprise System. The person can create and edit applications, amendments, and completion reports through the Grants Management Enterprise System.

**11. Q What is GSA access and how does it work?**

A   GSA access allows a user to create, edit, and submit applications, amendments, cash management reports, and completion reports.

**12. Q How do we add a person as a GSA signer or Capture user?**

A   To add a person as a GSA signer or Capture user:
   a. Submit an annual General Statement of Assurance and list a person under Section B.

   or

   b. If your entity has already submitted annual General Statement of Assurance for the school year, simply complete a Change Form.

   The above document must be mailed directly to the ADE Grants Management Office:

   Arizona Department of Education
   Grants Management Bin #3
   1535 W. Jefferson St
   Phoenix, AZ 85007

**13. Q We have a General Statement of Assurance (GSA) on file at ADE, however, one of the original signers has left. What do we need to do to remove that person from the GSA?**

A   To add a person to your GSA, please see the required Change Form. This form must be signed by an authorized signer and a hard copy mailed directly to the ADE Grants Management Office:

   Arizona Department of Education
   Grants Management Bin #3
   1535 W Jefferson St
   Phoenix, AZ 85007

**14. Q What if my district superintendent or charter contract signer changes?**

A   You will need to submit a brand new current year GSA to the Grants Management Office. The Change Form cannot be used to process this type of change. The new district superintendent or charter contract signer must sign Sections A, C, D, and E of the GSA and reauthorize GSA users and capture only users for your entity.

**15. Q How can I be added to or removed from the listserv to receive emails from the Grants Management Office?**

A   Section B of the GSA  or Change Form has the option of choosing the type of Grant Email Contact that you would like be listed as; the choices are General, Financial, Both or None.

**16. Q I am a Fiscal Year 2011 GSA signer but not 2012, how long do I have GME access?**

A Until June 30th, 2011. If we do not receive a new GSA for FY 2012, your user access will be deleted as of July 1st, 2011.

**17. Q My last name has changed, do I need to notify Grants Management?**

A Please send an email to the Grants Management office at GrantsManagementGroup@azed.gov informing us of the change.

**18. Q I don't have a common logon username and password. Or I don't see the Grants Management Application when I log into my common logon account. How do I get an access to the Grants Management Application?**

A Only signers on the General Statement of Assurance are assigned a User ID to enter any Grants Management secure processes.

Please contact your holder level administrator and have them submit a required document to the Arizona Department of Education Grants Management Office.

**19. Q What is the Common Logon and how does it affect me for accessing Grants Management processes?**

A ADE users a Common Logon whereby all LEAs given permissions to any ADE process will receive a user ID. Once logged on, users will be told what ADE processes they have access to, including Grants Management.

This single portal of entry eliminates the need for multiple user IDs for each ADE process. Also, users can "travel" from one Grants Management process to another, or from one ADE process to another, without logging in again, unless the browser window is closed or the logon is not utilized for more than 30 minutes.

**20. Q Do usernames and passwords change from year to year?**

A Usernames and passwords will remain the same year to year unless the user changes it through the Common Logon site.

**21. Q What if I forget my Common Logon userID or password?**

A Grants Management can provide you with your user id and can also reset a password. Please call the Grants Management Office at 602-542-3695 or email us at GrantsManagementGroup@azed.gov.