



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

March 1, 2006

TO: School Districts, Charter Schools, State Agencies, Institutions of Higher Learning, and  
Community Based Organizations

FROM: Arizona Department of Education (ADE), Grants Management Office

SUBJECT: **Annual General Statement of Assurance (GSA) for FY2007**

All subrecipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education (ADE). Completion and submission of the GSA is required to receive assistance funding for fiscal year 2007.

- 1) The Fiscal Year 2007 General Statement of Assurance (GSA) is available as a download on the ADE Grants Management website at [www.ade.az.gov/gme/](http://www.ade.az.gov/gme/) under the section titled "Documents and Required Annual Forms." From there, click on "General Statement of Assurance," to download the document. Print the form, fill it out, and mail it to ADE Grants Management at the address provided. Original signatures must be affixed in blue ink. This document can only be downloaded with Adobe Acrobat 5.0 or higher. If you have trouble downloading it, please call Grants Management at the number listed at the bottom of this letter.
- 2) If your entity is unable to access the Internet, the GSA can be sent to you electronically in Word format (through your E-mail address). If you wish to receive this document via email, please email Grants Management at [grants@ade.az.gov](mailto:grants@ade.az.gov) and please identify your name and LEA name when contacting us.
- 3) If your entity does not have an E-mail address or access to the Internet, please notify us immediately at the number provided below and it will be mailed to you.

The GSA must be submitted to ADE Grants Management by **May 31<sup>st</sup> 2006**. All authorized representatives must be named as signors annually. Previous signors and are not "carried over" from year to year and must be renamed, however, will retain their Common Logon userID currently assigned. New signors will receive a new Common Logon userID. New entities must also submit a W-9 form.

Please note that the Grants Management Office cannot assist with decisions regarding who will be a signor on the GSA; that is a district/entity Board decision. However, a valid charter holder's signature is required for charter schools.

Many related questions can be answered by visiting the FAQ link from the Grants homepage.

Thank you for your prompt response.

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