



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**MEMORANDUM**

April 15, 2010

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

FROM: Sarah (Jeongwha) Heikkila, Director of Grants Management Office

SUBJECT: **Annual General Statement of Assurance (GSA) for FY2011**

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 General Statement of Assurance (GSA) is required to receive assistance funding for fiscal year 2011. We have attached a blank copy of the Fiscal Year 2011 General Statement of Assurance (GSA), in fillable Adobe Acrobat format. The Fiscal Year 2011 General Statement of Assurance and instruction video of how to complete FY 2011 GSA are available online at [https://www.ade.az.gov/gme/Additional\\_Information/GSA.asp](https://www.ade.az.gov/gme/Additional_Information/GSA.asp). (General Statement of Assurance Link from the Grants Home Page)

Please download and complete the form. **All original signatures must be affixed in blue ink.** In addition, all authorized representatives must be named as signers annually. For example, previous signers are not “carried over” to the next year, and must again be named. However, they will retain their currently assigned Common Logon userID. New signers will receive a new Common Logon userID. In addition, new entities must also submit a W-9 form. The Grants Management Office published the General Statement of Assurance Guidelines to ensure only authorized users will have access to secure Grants Management System. Please review the [General Statement of Assurance Guidelines EX-47](#).

Upon completion of the document, please mail them directly to ADE Grants Management at:

Arizona Department of Education  
Grants Management Office Bin 3  
1535 West Jefferson  
Phoenix, Arizona 85007

The Fiscal Year 2011 General Statement of Assurance (GSA) must be submitted to ADE Grants Management by **May 31<sup>st</sup> 2010**. Many related questions can be answered by visiting the FAQ link from the Grants Management website, or you may contact our office via phone or email. Thank you for your prompt response.

Grants Management Staff	Phone	Email
Sarah Heikkila	602-542-4339	Sarah.Heikkila@azed.gov
Cindy Palmer	602-542-3470	Cynthia.Palmer@azed.gov
Enrique Duron	602-542-3695	Enrique.Duron@azed.gov