



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

MEMORANDUM

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

FROM: Arizona Department of Education – Grants Management Office

subject: Annual General Statement of Assurance (GSA) for FY 2012

date: 4/11/2011

1. FY 2012 General Statement of Assurance Requirement

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 2012. We have attached a blank copy of the Fiscal Year 2012 GSA in an editable Adobe Acrobat format. The Fiscal Year 2012 GSA and instruction will be available online at https://www.ade.az.gov/gme/Additional_Information/GSA.asp. (General Statement of Assurance Link from the Grants Home Page) on April 12, 2011.

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 user ID. New signers will receive a new Common Logon user ID. **Arizona Department of Education Grants Management Office must receive an original hard copy of the FY 2012 General Statement of Assurances by June 10, 2011.**

2. How to complete the FY 2012 General Statement of Assurance

- Page 1: Name of Educational Agency – First, please search your entity’s name from the Name of Education Agency drop down box. If not found, you may type in your entity’s name and CTDS number.
- Page 1: Mailing Address – This is your main holder level / district level physical address
- Page 1: Payment Address – This is the address ADE sends the payment to. This address must correlate with your AZ W-9 payment address. (District – please enter your county’s payment address)
- Section A (page 4), Section C (page 6), and Section D (page 7) must be signed by :
 - a. Districts: Board President or Superintendent
 - b. Charters: Charter Contract Signer
 - c. Other type of Entities (Non Districts or Non Charters): Comparable authorized official



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

- Section B (page 5)
 - a. **GSA Access** should be given to those individuals who are required to create, edit, and submit an application, amendment, cash management report, and completion report to ADE. Once again, GSA users must sign in blue ink.
 - b. **Capture only Access** should be given to those individuals who are required to create, edit an application, amendment, and completion report but should not submit any reports to ADE. No signature is required for Capture only Access users.
 - c. **Grant Email Contact:** Please select the type of email each user would like to receive from ADE Grants Management Office. Type selections are Financial, General, Both, or None.
 - d. **Remove User:** Those individuals who have access to the secure grants management site during the FY 2011 but no longer required the access in FY 2012. Should be indicated here for removal.

- Due Date for the FY 2012 General Statement of Assurance – June 10, 2011

2. New Entities AZ W-9 Requirement / Existing Entities AZ W-9 Update

Any existing entities (Non districts) with change in warrant address / Name or Brand New entities that wish to receive grants from Arizona Department of Education should submit a new W-9 form to ADE Grants Management Office. Please note that AZ W-9 form is used to generate your payment from Arizona Department of Education. AZ W-9 form and instructions can be found from the [GAO Vendor Account Set-up Website](http://www.gao.gov/vendor-account-set-up-website) or ADE Grants Management website (http://www.azed.gov/gme/Additional_Information/GSA.asp)

Upon completion of the documents, please mail them directly to the ADE Grants Management Office at:
Arizona Department of Education
Grants Management Office Bin 3
1535 West Jefferson
Phoenix, Arizona 85007

The Fiscal Year 2011 GSA must be submitted to ADE Grants Management by **June 10, 2011**. 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
Stephanie Long	602-542-3695	Stephanie.Long@azed.gov
Stephanie Manning	602-542-3470	Stephanie.Manning@azed.gov