

Quick Reference Guide (QRG)



New Charter Checklist


LEAs/External Users



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Getting Started

1. Review *Entity Profile Form* Instructions: <http://www.azed.gov/finance/entity-profile-form-instructions/> - read ALL instructions before continuing to the *Entity Profile Form* itself.
2. Submit filled out *Entity Profile Form* electronically to School Finance at SFAlystTeam@azed.gov (if you are a new Charter, you will obtain the CTDS number after submitting the form).
3. School Finance will provide you with ADEConnect access after completing the *Entity Profile Form*. If you have any questions or need further assistance with obtaining ADEConnect account, please, reach out to ADESupport at 602-542-7378 or via email at adesupport@azed.gov.



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ARIZONA DEPARTMENT OF EDUCATION

ENTITY PROFILE FORM

Required fields have blue fill instead of white fill or have red borders

School Finance

Moving Dollars... Making Sense

Effective Fiscal Year:

Entity CTDS: [Click for CTDS Instructions](#)

Do you want to...

Create a New Entity

Modify this Entity

Close this Entity

Reopen this Entity

Add JTED Member District

Remove JTED Member District

Entity Name:

District or Charter Holder CTDS:

District or Charter Holder Name:

If entity is a JTED campus, please specify type:

Satellite Campus

Main or Central Campus

For ESS Only:

Private Day School

Private Residential

Please provide a brief description of the proposed changes to your profile:

Mailing Address:

City: State:

Zip Code: County:

Site Phone Number:

Physical Address:

Same as Mailing Address

City: State:

Zip Code: County:

Site Fax Number:

Grades Served:

PS	K	1	2	3	4	5	6	7	8	9	10	11	12	UE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Information:

Name: Title:

Phone: Fax: E-Mail:

Check to add contact to entity contact list

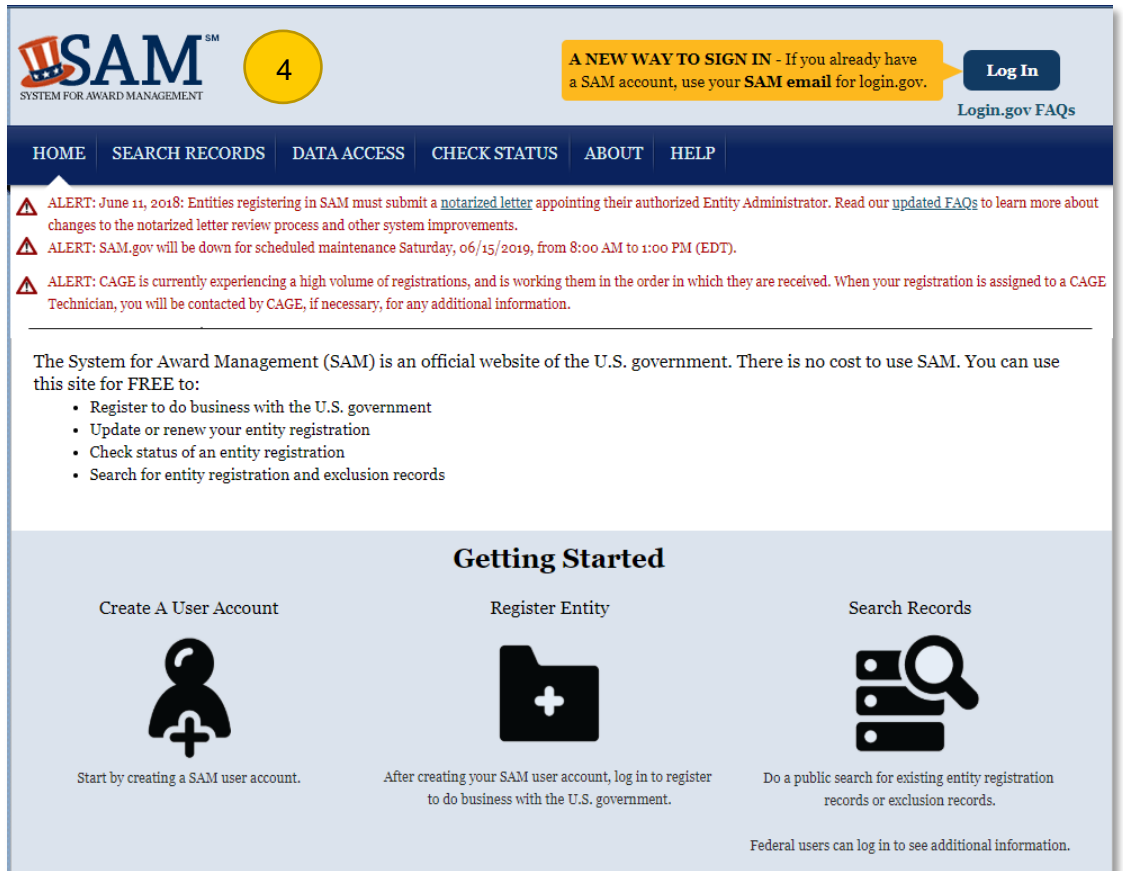
Authorizing Person: Position:

Phone: E-mail: Web Site:

Select your LEA Account Analyst:

[E-MAIL FORM](#)
For questions, please call (602) 542-5695
[RESET FORM](#)

- Register on www.sam.gov for CCR (Central Contractor Registration). Please note that The System for Award Management (SAM) registration is managed by the federal government and there is no cost associated with it.



The screenshot shows the SAM website interface. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A prominent yellow banner reads: "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." with a "Log In" button and a link to "Login.gov FAQs". Below the navigation bar, there are three alert boxes:

- ALERT: June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
- ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/15/2019, from 8:00 AM to 1:00 PM (EDT).
- ALERT: CAGE is currently experiencing a high volume of registrations, and is working them in the order in which they are received. When your registration is assigned to a CAGE Technician, you will be contacted by CAGE, if necessary, for any additional information.

 Below the alerts, a section titled "The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:" lists several services:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

 A "Getting Started" section features three main actions:

- Create A User Account:** Start by creating a SAM user account.
- Register Entity:** After creating your SAM user account, log in to register to do business with the U.S. government.
- Search Records:** Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information.

RETURNS SIGNED ORIGINAL DOCUMENT TO:
 Arizona Department of Education
 Attention: Grants Management Office, Bin 3
 1555 West Jefferson Street
 Phoenix, Arizona 85007
 Inquiries: grants@azed.gov
 Phone: 602.542.3470, Fax: 602.542.3901

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Add User Access Administrator in GME
 This form will ONLY be accepted when no User Access Administrator is available or provided.

Entity:	CIDS:				
First Name	Last Name	Title	Email	Phone	Signature Required

Title: _____
 Name: _____
 Date: _____ Signature: _____

This section must be signed by:
 a. Districts: Board President, Superintendent
 b. Charters: Charter Contract Signer
 c. Other Type of Entities : Comparable authorized official
 * More information can be found from ADE Grants Management Home page
 - General Statement of Assurance Web site: (www.azed.gov/gme)

- Reach out to Grants Management at grants@azed.gov to obtain an *Add User Access Administrator Form*. This form is necessary to gain access to Grants Management Enterprise (GME).

6. Fill out your *W9 form* that can be found at <http://www.azed.gov/grants-management/gsa/>.
 - a. This form can be also found in the GME's Grants Management Resource Library in General Statement of Assurances (GSA) folder.



Grants Management

General Statement of Assurance (GSA)

For FY2019 (and beyond), please complete the General Statement of Assurances (GSA) in the *Grants Management Enterprise (GME)*, located on the *Entity Information* page – *General Statement of Assurance*. It is best practice to keep in mind that to start, edit, and submit the GSA, you must have the required GSA roles in GME:

1. **LEA General Statement of Assurance Update** (this user can start and edit the GSA)
2. **LEA Entity Authorized Signer** (this user can review and submit the GSA to ADE)

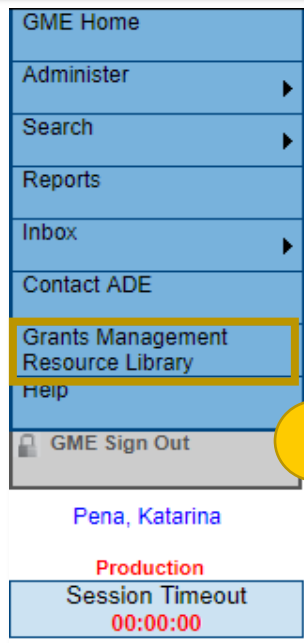
[SAM.gov Data Page Printing Instructions](#) **6**

Please submit completed GSA and **W-9 forms** to grants@azed.gov

Frequently Asked Questions

For additional guidance, please refer to:

- [Frequently Asked Questions](#) for further instruction on grant processes
- [Training Resources](#) for technical instructions on using the GME system



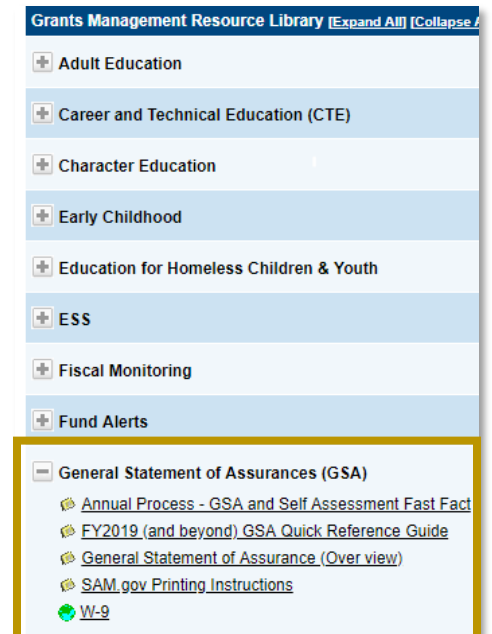
- GME Home
- Administer
- Search
- Reports
- Inbox
- Contact ADE
- Grants Management Resource Library**
- Help
- GME Sign Out

Pena, Katarina

Production

Session Timeout
00:00:00

a



Grants Management Resource Library [\[Expand All\]](#) [\[Collapse All\]](#)

- Adult Education
- Career and Technical Education (CTE)
- Character Education
- Early Childhood
- Education for Homeless Children & Youth
- ESS
- Fiscal Monitoring
- Fund Alerts
- General Statement of Assurances (GSA)**
 - Annual Process - GSA and Self Assessment Fast Fact
 - FY2019 (and beyond) GSA Quick Reference Guide
 - General Statement of Assurance (Over view)
 - SAM.gov Printing Instructions
 - W-9

7. Once both forms are completed (*Add User Access Administrator Form* and *W9*), submit to Grants Management at grants@azed.gov to gain access to Grants Management Enterprise (GME) system. Please make sure the person assigned as the LEA User Access Administrator has the Grants Management application in ADEConnect to access GME.
8. Once the Grants Management assigns 1 LEA User Access Administrator, this user is responsible for assigning roles to additional users for that LEA.
9. The LEA User Access Administrator needs to assign (to one or more users) 2 GSA (General Statement of Assurance) roles: *LEA General Statement of Assurances Update* and *LEA Entity Authorized Signer*. Instructions on how to assign roles can be found in Grants Management Resource Library > GME User Resources/Training > User Roles/User Access Administration > [User Roles and User Access Administration in GME](#).
10. Submit your GSA in GME system. Please note that you won't be fully approved for any funding until your GSA is in [SEA General Statement of Assurance Accepted](#) status.

Checklist

Be sure you have each box checked to ensure you can access and submit your GSA.

- Complete and submit the Entity Profile Form to School Finance (sfanalystteam@azed.gov)
- Register for *CCR* (Central Contractor Registration) at www.sam.gov.
- Once School Finance has given ADEConnect access, determine who will be the Entity Administrator. Once an Entity Administrator is identified, he or she will need to give access to Grants Management to any users that will need access to GME.
- Reach out to Grants Management (grants@azed.gov) to obtain an Add User Access Form.
- Complete and submit the Add User Access and W9 forms to Grants Management (grants@azed.gov)
- Once Grants Management assigns 1 user as LEA User Access Administrator, this user will assign the GSA roles to 1 or 2 users. Note: these users should have the Grants Management link on ADEConnect.
- Once the GSA roles are assigned, submit the GSA via GME.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov