



Grants Management Policy



Policy Name	Grants Management Enterprise (GME) system User Access Roles & Responsibilities – LEAs		
Policy #	GM3.1	Policy Section	Grant Management Technology
Date Approved	2/26/21	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	N/A		

Audience

This policy pertains to Local Education Agencies.

Purpose

The purpose of this policy is to provide Local Education Agencies (LEAs) guidance on system user access roles and responsibilities in the Grants Management Enterprise (GME) system.

Overview

The Grants Management Enterprise system is the centralized tool used to manage the lifecycle of grants administered through the Arizona Department of Education. This tool allows LEAs to complete essential components of requesting, reporting and receiving funding. LEA staff members that interface with this system must be assigned a specific user role contingent on the grant functions they need to perform. It is possible, and acceptable, for one staff member to be assigned multiple user roles. Identifying and determining which LEA staff will be assigned which user roles is the purview of the LEA. This policy will provide guidance on the best practices of user roles for the GME system.

Terms

Grants Management Enterprise system (GME) - The Grants Management Enterprise system is the centralized tool used to manage the lifecycle of grants administered through the Arizona Department of Education.

Policy

LEAs are required to identify the staff members assigned to roles in the GME system contingent on the grant related functions they need to perform. There are a variety of roles that can be assigned, and it is the LEA responsibility to decide which roles are assigned to which staff. GME roles are titled in a manner consistent with the GME function and are not intended to indicate the organizational job title of the person assigned the role. For instance, LEA Business Manager, may or may not be assigned to the staff member with the organizational title of Business Manager. Additionally, it may be appropriate to not assign some GME roles at all. In other instances, staff may be assigned multiple roles in GME.

The only exception is the role of **LEA Entity Authorized Signer**. This role can only be assigned as follows:

- Districts: Board President and/or Superintendent
- Charters: Charter Contract Signer
- Other type of entities: Comparable authorized official staff that are legally able to sign for the organization.



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One essential GME role is **LEA User Access Administrator**. The individual with this role is responsible for granting and editing user assignments within their organization. Because this role is needed for LEAs to manage the grant process in GME, it is strongly encouraged that at least two LEA staff are assigned this role.

It should be noted that while the LEA User Access Administrator role has latitude in updating GME user roles, this role cannot create a new user. Creating a new user must be done by the Entity Administrator in ADEConnect. ADEConnect is a separate system that interfaces with GME. Editing user information, such as name or email change must be completed by Grants Management and ADEConnect staff. LEA staff members cannot be deleted from the GME system, but the LEA User Access Administrator should delete all the assigned roles when they are no longer active.

Each organization is required to keep their users access information updated to ensure the appropriate staff have the correct access at all times. In turn, quarterly audits are recommended. GME roles should be updated when staff leave the agency, job titles change or when new staff fill positions. There may be other instances when it is appropriate to change user access. A best practice for GME user access would be the development of a policy or guidelines by the LEA to guarantee that GME user access is updated in a timely manner.

There are many GME user roles and more are added and deleted by the Grants Management Technology unit as needed. Training is available on GME user roles and user access administration and can be accessed through the GME home page under the Grants Management Resource Library.

To adhere to best practices for GME User roles, LEAs are strongly encouraged to develop their own policies or guidelines that include:

- Identification of two job titles that will be assigned as LEA User Access Administrator.
- The process for identifying and assigning GME user roles within your organization.
- The process for how user access is updated and maintained on (at least) a quarterly basis.
- Development of a training plan for GME users.

Vendors may be utilized by LEAs to assist in the grant process and subsequent communications with ADE, but per the Superintendent's policy statement distributed on February 26, 2021, ADE's expectations are that the LEA takes full responsibility for the grant application, use of funds, and accountability tied to the application. Vendor roles and permissions in GME are permitted as follows:

- Vendor may **not** be provided with the **LEA Entity Authorized Signer** and as such, may not sign the General Statements of Assurances (GSAs) or other legally binding documents to ADE on behalf of the LEA
- Vendor may **not** be provided with the LEA Authorized Representative roles in GME
- Vendor may be permitted to hold the LEA User Access Administrator role in GME only in addition to a minimum of two LEA staff holding the same role
- Vendor may be permitted to hold monitoring/audit update roles in the GME system only in addition to a minimum of two LEA staff holding the same role