

VENDORS ROLE IN ADE GRANT MANAGEMENT PROCESS



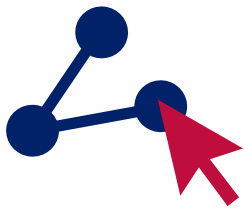
What to Remember

ADE'S RESPONSIBILITY



ADE is charged with reviewing, approving, and monitoring the use of funds for state and federal grants. ADE will ensure all requirements are met and expenditures are allowable, allocable, and reasonable.

LEA'S ROLE



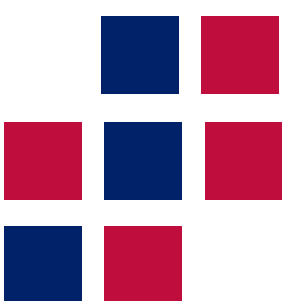
LEAs must take full responsibility for the grant application, use of funds, and accountability tied to the funding application. An LEA staff member with decision making authority must represent the LEA when communicating with ADE regarding grants.

VENDOR'S LIMITATIONS



Vendors **may not** hold the LEA Authorized Representative role or submit/approve grant funding applications on behalf of the LEA.

APPROPRIATE GME ROLES



- A minimum of two LEA staff must hold the LEA User Access Administrator role. (Vendors are permitted to have this role only in addition to LEA staff.)
- The LEA Entity Authorized Signer role must be held by the appropriate LEA staff.

This infographic provides key points in the policy: **Vendors Role in ADE Grant Management Process**, but is not meant to replace it.

Please review the full policy for additional information.