How to Apply to the Comprehensive Literacy State Development Grant

Question: Does your school/program have the following:

☐ ADE Entity ID/CTDS#

☐ **SAM.gov** Unique Entity Identifier (UEI) #

☐ Ever received funds from ADE

☐ Grants Management role in ADEConnect?

Districts and Charter schools, If the answer is NO, do the following…

➢ Verify and or register for a free SAM.gov Unique Entity Identifier (UIE) number
➢ *Contact **School Finance** to confirm or set-up of an ADE Entity ID and CTDS numbers: SchoolFinance@azed.gov or 602-542-5695 or contact* Grants Management Support - (602) 542-3901 Option 1 (Mon-Fri 8AM - 5PM) for questions.
➢ *Contact ADEConnect to gain access to the portal as the Entity Administrator – 602-542-7378*
➢ *Entity Administrator creates new user in ADEConnect and assigns Grants Management user roles. New user clicks on Grants Management link to create an account in GME Contact **Grants Management** for questions – 602-542-3901 Option #1*
➢ *Entity Administrator refers to GME user Roles and Access Guide and contact Grants Management – 602-542-8700*
  - *Submit a completed W9 form* **https://www.azed.gov/grants-management/gsa**
  - *Be prepared to submit a completed General Statement of Assurance (GSA)*

If you are UNSURE, do the following…

➢ *Contact **School Finance** to confirm or set-up of an ADE Entity Admin, CTDS and ID number - 602-542-5695*

If the answer is YES, do the following…

➢ *Follow the steps for having access below*

*After receiving access to ADE connect and GME, please follow all the steps in the If you do have access section.
* If unable to access ADEConnect, contact your organization's Entity Administrator or ADESupport – 602-542-7378
* Consortiums who need additional support, contact Grants Management – 602-542-3901

Non-Public Organizations, Lead Fiscal Agents, Head Start and Child Care Centers: If the answer is NO, do the following…

➢ Verify and or register for a free SAM.gov Unique Entity Identifier (UIE) number
➢ *Contact **ECE Team** and complete **ADE Entity ID request** along with your child care license to confirm or set-up of an ADE entity ID number – 602-364-1530*

Accessible Version

> *After Entity ID and CTSD confirmation email from **ECE Team**, please complete **ADEConnect Entity Administrator Account** - 602-364-1530*
> *After ADEConnect Entity Administrator confirmation email from **ECE Team**, the Entity Administrator clicks on Grants Management application on ADEConnect dashboard to apply. Contact **GME** for questions – 602-542-3901 Option #1*
> *Entity administrator refers to User Roles and Access Administration or questions – 602-542-3901 Opton #1*
>> ▪ *Submit a completed W9 form* **https://www.azed.gov/grants-management/gsa**
>> ▪ *Be prepared to submit a completed General Statement of Assurance (GSA)*

If you are UNSURE, do the following…

> *Contact ADE Early Childhood to confirm or set-up of an ADE entity admin, CTDS and ID number – ECEInbox@azed.gov 602-364-1530*

If the answer is YES, do the following...

> *Follow the steps for having access below*

After receiving access to ADEConnect and GME, please follow all the steps in the "If you do have access" section.
If unable to access ADEConnect, contact your organization's Entity Administrator or ADESupport – 602-542-7378

Lead Fiscal Agents who need additional support, contact Grants Management – 602-542-3901

If you do have access

> *Go to the **ADE website***
>> 1. *Click on ADEConnect*
>> 2. *Enter your ADEConnect Username and Password*
>> 3. *Select **Grants Management** from ADEConnect Application Menu*
>> 4. *Once on the Grants Management Home Page click on Search*
>> 5. *Click Funding Application*
>> 6. *Click on Fiscal Year 2024*
>> 7. *Click on the **Comprehensive Literacy State Development-Supplemental Grant***
>> 8. *Click **Search***
>> 9. *Click on your organization name*
>> 10. *Draft Start Application*