



21st CCLC New Entity Process for Other Eligible Entities (OEE) Applicants



1. FEDERAL: SAM.gov

All organizations applying for a federal grant award are required to be registered and have a Unique Entity Identifier (UEI) issued from [SAM.gov](https://sam.gov).

The purpose of registering through [SAM.gov](https://sam.gov) is to enable organizations to bid on government contracts and to receive funds from a federal agency or a pass through agency like the Arizona Department of Education (ADE). In order to apply for a 21st CCLC Grant all organizations must have a UEI #. **The UEI issuance from SAM.gov may take up to 10 days to complete.**

2. STATE: Education Organization System (EOS)

EOS is the data source for all organizations that conduct business with the ADE. The **ADE New Entity Request Form** is used to create a *New Entity and corresponding Entity ID* for an organization in the ADE's EOS.

3. STATE: ADEConnect

ADEConnect is an identity management system housing multiple applications for the ADE. Every organization must have at least one Entity Administrator in ADEConnect who will grant access to users. The **ADE New Entity Request Form** is used to grant *ADEConnect access and create an ADEConnect Entity Administrator*.

Please complete the ADE New Entity Request Form on page 2 of this document. Email the completed form to: 21stcclcinbox@azed.gov.

4. STATE: Grants Management Enterprise (GME)

The New Entity Administrator will assign the GME application to the appropriate users. Once the GME application has been added to an ADEConnect account, the entity will now have access to submit a 21st CCLC Grant Application.

The ADE will communicate once the Entity ID and ADEConnect account have been created. This process may take up to 14 business days to complete.



ADE New Entity Request Form



I. Education Organization System (EOS):

All organizations will be registered as a New Entity within the EOS system and receive a corresponding Entity ID once the below details are reviewed by the ADE.

- 1. Unique Entity Identifier (UEI) issued from [SAM.gov](https://sam.gov):** Click or tap here to enter text.
- 2. Organization Name:** Click or tap here to enter text.
- 3. Organization County:** Click or tap here to enter text.
- 4. Organization Physical Address:** Click or tap here to enter text.
- 5. Organization Mailing Address:** Click or tap here to enter text.
- 6. Organization Website:** Click or tap here to enter text.
- 7. Organization Phone #:** Click or tap here to enter text.
- 8. Partner LEA District(s) Name:** Click or tap here to enter text.
- 9. Partner LEA District(s) CTDS #:** Click or tap here to enter text.
- 10. Partner School Site(s) Name:** Click or tap here to enter text.
- 11. Partner School Site(s) CTDS #:** Click or tap here to enter text.

II. ADEConnect Entity Administrator Account:

All organizations must have at least one Entity Administrator for their ADEConnect account. All email addresses must be to an individual email account, not an organization wide account. The Entity Administrator will have authority to set up user accounts that will have access to EMAC, Grants Management and other ADE applications.

- 12. Entity Administrator Name:** Click or tap here to enter text.
- 13. Entity Administrator Email Address:** Click or tap here to enter text.

III. Email the following documents to: 21stccclcinbox@azed.gov.

(Include 'ADE New Entity Request Form' in the Subject Line of Email Message)

- Completed ADE New Entity Request Form
- UEI Verification- documentation of UEI # and address
- 501(c)(3) Verification- documentation of tax-exempt status

The ADE will communicate that the Entity ID and ADEConnect account have been created. This process may take up to **14 business days** to complete.