



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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Cheyenne, WY 82002-0050

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MEMORANDUM NO. 2007 - 148

TO: School District Superintendents

FROM: Brian Wright, Consolidated Grant Manager
Federal Programs Unit 

DATE: August 31, 2007

SUBJECT: District Superintendents Role in the New Grants Management System

PLEASE READ AND RESPOND AS NECESSARY

With the implementation of the new Grants Management System (GMS) there have been some changes to the role of the district superintendent concerning submission of the Consolidated Grant Application. In the past the district superintendent signed only the Single Assurances page on the application and did not play an active role in the submission of the grant unless they chose to.

Our new system requires the district superintendent to read all of the assurances, accept them for each program, and submit the application to the Wyoming Department of Education (WDE) for review and approval. This process involves an electronic signature assuring the WDE that the district superintendent understands the assurances and the district is abiding by them.

The WDE will allow district superintendents to sign a waiver giving this right to other individuals within the district. The waiver will require signatures from the superintendent and a school board representative. If a superintendent allows someone else to accept the assurances, the district superintendent is still responsible for making sure the district meets all the grant assurances.

If your superintendent has not received their login information or temporary password, please contact Brian Wright at 307-777-5792 or bwright@educ.state.wy.us, or Amanda Schafer at 307-777-8739 or aschaf@educ.state.wy.us.

BW/

Attachment

Wyoming Department of Education GMS Electronic Signature Change Request Form



Local Education Agency (LEA): _____

Instructions:

Fill in the First, Middle and Last Name, User ID, Begin Date and End Date (period for which the role will be active) for the staff member that you want in your LEA Superintendent or Board Authorized Representative role.

Please submit the completed form to:

Amanda Schafer, WDE GMS Security Administrator
2300 Capitol Avenue
Cheyenne, WY 82002

If you have questions or need assistance, please contact Amanda at 307-777-8739 or aschaf@educ.state.wy.us.

➔ LEA Superintendent or Board Authorized Representative's Role

This individual is responsible for reviewing and agreeing to all Certifications and Assurances, completing a final review of the LEA's application, and formally submitting the application to the Wyoming Department of Education (WDE) as complete and ready for WDE review and approval. This process is an electronic signature assuring the WDE that the district superintendent understands the assurances and the district is abiding by them.

➔ New Board Authorized Representative

By giving signature authority to another designated person within the LEA, the LEA superintendent is not waving their responsibility or legal obligation to meet those assurances being agreed to.

Superintendent's Initials _____

First Name	Middle Name	Last Name	User ID	Begin Date	End Date*

*End Date will default to 12/31/2999 if not entered

My signature on this form authorizes the WDE GMS Security Administrator to add the person listed on this form as the Board Authorized Representative in place of the LEA Superintendent.

LEA Superintendent:

Name: _____ Date _____
(Please Print) (mm/dd/yyyy)

Signature _____

Telephone #: _____ email address: _____

LEA School Board Representative:

Name: _____ Date _____
(Please Print) (mm/dd/yyyy)

Signature _____

Telephone #: _____ email address: _____