



Authorization Instructions

Certifications and assurances for ESEA and IDEA will now be digitally signed by a district authorizer. This individual has been authorized by a governing body, such as a school board, to enter into financial agreements on behalf of the subrecipient. For WISEgrants this will include signing certifications, assurances, as well as claims.

1. At the district landing page please go to the 'Authorizations' tab and click on 'Assurances.' Please note: this will only appear in the menu if you have been given an authorizations credential by the WISEgrants administrator.

WIGAM Landing Page

Messages

- IDEA and ESEA assurances must be authorized through the WISEgrants software by July 1. At this time, assurances have not been submitted for IDEA and ESEA. The subrecipient must identify a District User as being a District Authorizer to complete this task. This access is established through the Maintain User process. A reminder that a District Authorizer is an individual who has been authorized by a governing body, such as a school board, to enter into financial agreements on behalf of the subrecipient.

Madison Metropolitan School District - Grant Summary

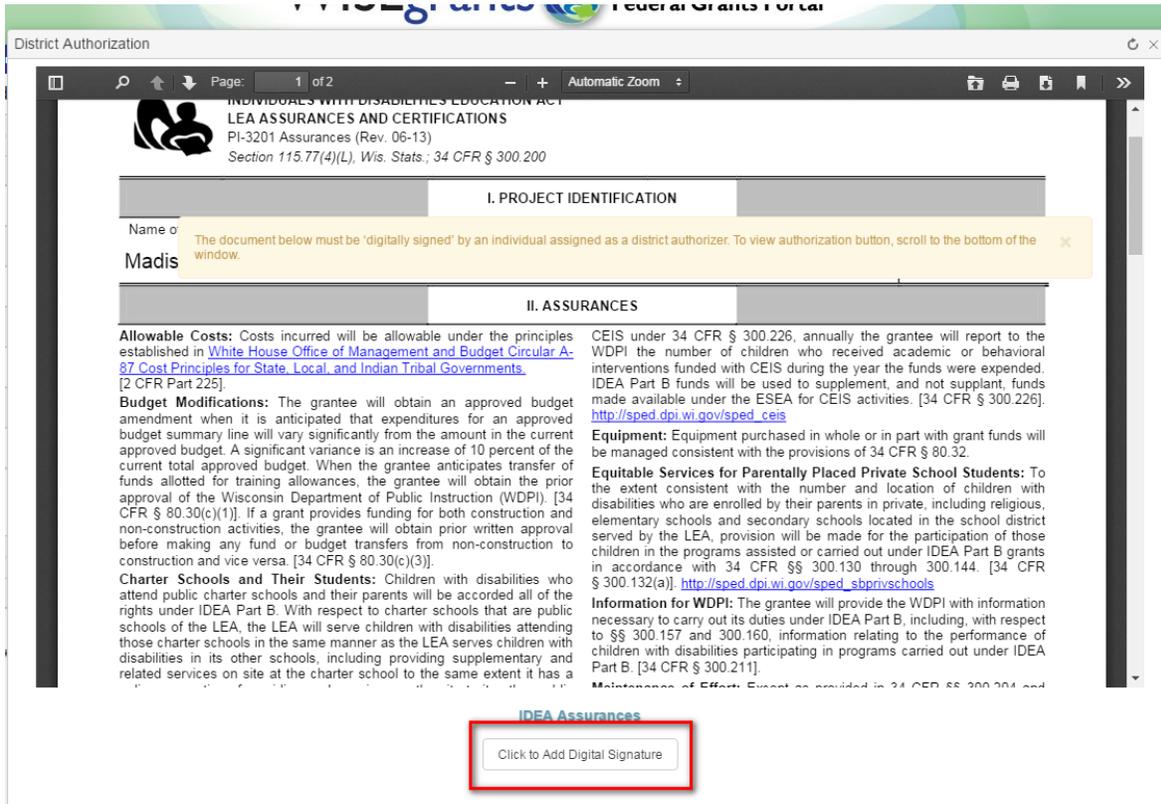
Grant	Allocation Amount	Transferred Amount	Carryover Amount	Amount Budgeted	Amount Claimed
IDEA - Flow-through	\$5,658,032.00		\$1,133,526.00		
IDEA - Preschool	\$135,963.00		\$63,947.00		
Title I-A	\$6,655,247.00		\$0.00		
Title II-A	\$1,179,308.00		\$0.00		
Title III-A	\$760,440.00		\$0.00		

2. At the authorizations page please pick a document and click on the Authorize Document link on the right side of the table

group by that column

Document Name	Parent Document	
IDEA Assurances	IDEA Part B Certificates and Assurances	Authorize Document
Certification - Lobbying	IDEA Part B Certificates and Assurances	Authorize Document
Certification - Debarment	IDEA Part B Certificates and Assurances	Authorize Document
IDEA Specific Assurances	IDEA Part B Certificates and Assurances	Authorize Document

- A pop up window will appear. After reading through the document, click the 'Add Digital Signature' button at the bottom of that screen to authorize the document.



- Once you have done this successfully the following message will appear and you can exit the window. You will be returned to the Authorizations page where you can continue signing the necessary documents for IDEA and ESEA. Please note: assurances, debarment, and anti-lobbying forms must be signed for IDEA and ESEA before July 1, 2016. The subrecipient may not begin to obligate funds until all documents are authorized. (34 C.F.R. §76.708)

