Administrative Action Memo

Purpose

The purpose of an administrative action is to process an update of grantee contact information in the G5 and Partner Support Center (PSC) grants management systems. An Administrative Action Memo must be submitted when there are changes in program information, for example, key personnel to include: Project Director or Authorized Official Representative. When entities submit this electronic memo, it ensures that the correct personnel information is updated in G5 and EASIE.

What is G5, the Department's Grants Management System?

The G5 grants management system provides grantees the ability to view/download their Grant Award Notification (GAN), current Complete Application, and OIE Documentation, as well as draw down history for the appropriate grant period for the Indian Education Formula grants to LEAs. All users requiring access to G5 must register with the U.S. Department of Education to obtain individual user IDs and passwords for their role within G5, such as Project Director, Authorized Official Representative, and Budget Representative (Payee Role). Users are not allowed to share passwords or login account information with anyone or access G5 using the credentials of others.

Where Do You Submit an Administrative Action Memo?

The Administrative Action Memo can be submitted electronically via Microsoft Forms here.

Who Can Submit an Administrative Action Memo?

The Authorized Official Representative (Superintendent, Chief, or similar Principal with official authority to legally bind the entity to an ED contract) can continue to delegate the responsibility of completing the Administrative Action Memo to other entity contacts. Official documentation or record of that delegation should be kept on file by the entity leadership.

Roles in G5

Project Director
The Project Director is the designated Point of Contact for managing resources, administrative matters, and overseeing finances to ensure that the project progresses on time, in compliance, and on budget. The Project Director has the responsibility for, and comprehensive knowledge of, the program. Note that the Authorized Official Representative (AOR) is not necessarily the Project Director.

Authorized Official Representative
The Authorized Official Representative (AOR) is the official within the organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the organization, as may be required. This person, in a high-level leadership position, is often the Superintendent of the LEA; for Tribes, it could be a Tribal official designated or authorized to bind the Tribe in legal contracts, such as a Chief, Chairman, Pueblo Governor, etc.

Budget Representative (Payee Role)
Individuals with the role of payee (those with the authority to draw down grant funds) must submit signed and properly validated paperwork for that role in G5. To request access as a payee, please contact the G5 system via e-mail or by calling the G5 Payee Help Desk at 1-888-336-8930 or email at: obssed@servicenowservices.com.

The Budget Representative is the official within the organization with the legal authority to give budget related assurances, make commitments, enter into contracts, and execute such documents on behalf of the organization, as may be required. This person, in a high-level leadership position, is often the Chief Financial Officer (CFO) of the LEA; for Tribes it could be a Tribal Budget/Financial Official designated or authorized to bind the Tribe in legal contracts, such as a Chief, Chairman, Pueblo Governor, etc.

Contact Support

EASIE Partner Support Center (PSC)
Telephone: 866-731-4711
OIE.EASIE@ed.gov

Hours of Operation: 8:00 a.m. - 6:00 p.m., ET
Monday - Friday, excluding Federal Holidays