

Emergency Request for Authorization for Vendor/Contractor to be Assigned LEA Fiscal Representative or Superintendent/Chief Role

To be used in extenuating circumstances only

Instructions:

1. Indicate new user role(s) (LEA Fiscal Representative or Superintendent) for the vendor; do not include LEA Grantwriter, LEA Update, or LEA Data View role(s).
2. Answer all questions and obtain the required signatures.
3. Submit this form to DESE's Grants Management office. DESE will review and inform you whether your request has been approved. **Do not assign either the LEA Fiscal Representative or LEA Superintendent/Chief role before receiving authorization from DESE.**
4. If you are requesting assignment of the LEA Superintendent/Chief role to a vendor/contractor, they must be eligible and listed on the Contract Authorized Signatory Listing (CASL) filed with DESE's Grants Management office.

LEA Name: _____ LEA Org Code: _____

Vendor's/Contractor's Name: _____ Employer/Business: _____

(Person hold role in GEM\$)

Email address to be used by the Vendor/Contractor in GEM\$: _____ Vendor Phone: _____

(Check the accuracy of this email address carefully, it will serve as the vendor's/contractor's user name)

Explain the extenuating circumstances necessitating a vendor/contractor to fill this role:

What are the contractor's/vendor's responsibilities for the LEA's grantmaking?

How long do you anticipate the vendor holding this role?

**Indicate the date that your School Committee
approved this vendor's contract:**

Note: When determining access for LEA staff and third parties, such as vendors, consult with your attorney to ensure compliance with required user access forms and all confidentiality laws, including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII). In signing this form, the LEA and vendor/contractor acknowledge and agree that the vendor/contractor will exercise this role in GEM\$ only in the absence of the permanent, full-time Superintendent/Chief Executive and/or Fiscal Representative for a period of time that would unreasonably delay the administration of the LEA's grants. In no event may a vendor/contract exercise all three LEA roles for any funding opportunity. See [DESE User Role Guidance](#) for additional information.

Vendor/Contractor Signature and Date

LEA User Access Administrator Signature and Date

Superintendent/Chief Executive Signature and Date

Authorized by DESE:

Date:

Approved

Denied

DESE Comments: