General Statement of Assurance (GSA) Overview

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Annual General Statement of Assurance Overview

By

Grants Management

Arizona Department of Education

What this Overview Will Cover

- What is the General Statement of Assurance (GSA)?

- Annual Requirements

- SAM.gov

- Federal Reporting and Grants Management

- Completing the GSA

- Frequently Asked Questions

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Test Your Knowledge

Who is required to submit a General Statement of Assurance (GSA) to Grants Management?

A. Charters Only

B. Districts Only

C. Entities applying for grants during the fiscal year

D. It is not a requirement to apply for grants

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Who is Required to Submit a GSA to Grants Management?

The answer is C.

All Entities that wish to apply for Grants within the Grants Management Enterprise (GME) System must have a GSA on file.

Test Your Knowledge

How often is a GSA Required to be Submitted in a Fiscal Year?

A. Every 3 months

B. Every 6 Months

C. Not necessary if it is submitted in a prior fiscal year

D. Annually

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How often is a GSA Required to be Submitted in a Fiscal Year?

The answer is D.

A GSA is required Annually and is due May 15th prior to the next fiscal year.

Test Your Knowledge

A SAM.gov Account is required when receiving Federal Funding from Arizona Department of Education.

A. True

B. False

A SAM.gov Account is required when receiving Federal Funding from Arizona Department of Education.

The answer is A.

A current SAM.gov account is required in order to receive Federal Funding. A Central Contractor Registration (CCR) date is given and must be updated annually.

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What is the General Statement of Assurance? (GSA)

- The GSA is an annual document that is required to participate through the Arizona Department of Education Grants Management System

- The document refers to statutes that require the Entity to review and authorized individuals must sign off for compliance

- During this time, SAM.gov information is also collected and reviewed for compliance

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Annual Requirements

- **The GSA is due by May 15th each year**
- The document can be found:
  - External Grants Management Page
  - Grants Management Enterprise (GME) System document library in GSA folder
- SAM core data page must be attached to the GSA
  - Instructions for obtaining this page can be found in the GME document library with the GSA
- Entity's that have not successfully provided a GSA will be ineligible for that fiscal year funding until one is provided

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SAM.gov and Federal Reporting

- SAM or System for Award Management is a U.S. Government site that consolidates reporting for Federal funds

- Entity's receiving Federal funding (such as grants) must be registered within the site and given a Data Universal Number (DUN)s number

- The Central Contractor Registration (CCR) date must be current and Grants Management notified when the date changes

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Federal Reporting and Grants Management

- The Arizona Department of Education is required by Federal law to report funds that are paid through Federal funding (such as Grants)

- Failure to update Grants Management with a current CCR expiration date and/or register in SAM.gov impedes this process

- Approved Funding Applications will be placed on hold for outdated CCR dates and missing GSAs

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Completing a GSA

- In order for a GSA to be accepted it must be completed in it's entirety
  - Entity Information
  - LEA Authorized Representative
  - SAM.gov (CCR) information or Section A (MUST match SAM.gov information)
  - Sections B & C initialed
  - Section D signed by LEA Authorized Representative
  - Attached SAM core data page (see section A)

Tips for Success

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Frequently Asked Questions

Does my mailing address have to match what is in the SAM section?

The mailing address might not match SAM.gov if the information that is required when registering in SAM is different, i.e. sponsoring financial entity is not an LEA. Please use the listed Entity's mailing address on the first page.

Does the SAM.gov (CCR) Information I provide need to match the SAM.gov data?

Yes. All information completed in Section A must match the information in SAM.gov and the core data page. If any information is not correct, the GSA will be declined and need to be resubmitted. Especially double check that zip +4 and Congressional district match SAM.gov before submitting.

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Frequently Asked Questions

Who is authorized to sign the GSA?

Any person who is authorized by the Entity to sign for this document is eligible to sign. In general this could be a District President, Charter Signer, District Superintendent, etc. The authorized representative is not equivalent of the LEA Authorized Representative role in GME.

I am new to Grants Management and have never applied for Grants, what additional forms do I need?

The first requirement to be entered into the GME system is to have a valid CTDS number. From there, the accounting department will need a completed W-9 in order to register the Entity to receive funding. Once these processes have taken place, Grants Management will be able to process the Entity by entering their information into GME.

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Frequently Asked Questions

How do I print my core data page from SAM.gov?

Grants Management has put together a tutorial for printing the core data page required for all GSAs. It is located in the Document Library of GME under the folder GSA.

I need assistance in SAM.gov, who can I talk to?

ADE is not affiliated with the SAM site and unfortunately cannot provide technical support. The SAM.gov site has quick reference guides on their site to assist with many technical questions that might come up. We encourage you to become familiar with www.sam.gov to take advantage of their assistance. Many common questions are answered there.

Frequently Asked Questions

Does ADE get updated anytime I make a change to my SAM.gov account or receive a new expiration date?

ADE and Grants Management do not receive information from SAM anytime the Entity's update. For this reason, Entity's must contact Grants Management when any information changes along with a new expiration date annually.

How do I know what information Grants Management has about my Entity?

GME has been updated to include Entity pages. These pages include all of the SAM.gov information along with other entity data such as type and status. This page can be reviewed by public and users alike. To review the information, click on the Entity Information menu item.

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Thank you!

Grants Management would like to thank you for your assistance in keeping up with the annual requirements. The work you do is so important and we are happy to assist you.

If you have any questions, please contact us at:

602 542-3901

grants@azed.gov

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