

**FY 2018
GENERAL STATEMENT OF ASSURANCE**



A General Statement of Assurance must be filed annually with the Superintendent of Public Instruction in order to participate in any Arizona Department of Education administered program. Individuals signing this form must be authorized to do so by their entity.

Please complete the following information on your organization:

New to ADE Grants

Name of Entity _____

CTDS _____ Entity Type _____

Mailing Address

Address _____

City _____ State _____ Zip Code + 4 _____

County _____

Authorized Representative

Title _____

Prefix _____ First Name _____ Last Name _____

Email _____

Telephone Number _____ Fax Number _____

General Statement of Assurance Due - 6/1/2017

ASSURANCES

The General Statement of Assurance (GSA) is the agreement between the Arizona Department of Education (STATE AGENCY) and the legal entity named above (SUBGRANTEE) that binds the SUBGRANTEE to comply with all applicable Federal and State regulations governing the financial assistance awards granted to them. These assurances also cover any financial assistance awards made by the STATE AGENCY as the Pass-Through entity for Federal agencies that include, but are not limited to: the US Department of Education, US Department of Agriculture, and other agencies herein referred to as the DEPARTMENT.

Section A: 2 CFR Regulations

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Consistent with 2 CFR Subtitle A - Office of Management and Budget Guidance for Grants and Agreements and 2 CFR Subtitle B – Federal Agency Regulations for Grants and Agreements, the STATE AGENCY, shall hold the SUBGRANTEE to the provisions established by the DEPARTMENT which govern the funds and program.

- The SUBGRANTEE assures it will adhere to the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as dictated by the DEPARTMENT.
- The SUBGRANTEE assures it has a valid Data Universal Numbering System (DUNS) number **before** applying for funds and that it will maintain the correct DUNS number on file with the STATE AGENCY (2 CFR 200.300).
- The SUBGRANTEE assures it has a valid and current Central Contractor Registration (CCR) in the System for Award Management (SAM.gov) system (2 CFR 200.300) and that it will maintain the correct CCR expiration date on file with the STATE AGENCY.
- The SUBGRANTEE assures it will adhere to the Single Audit requirements as stated by the 2 CFR and assures it recognizes that all Federal expenditures are utilized to determine if a Single Audit is required according to that language.
- The SUBGRANTEE assures it will adhere to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements (2CFR 200.300).
- The SUBGRANTEE assures it will adhere to the Certifications and representations (2 CFR 200.208) requirements as dictated by the terms and conditions of the Federal/State award.
- The SUBGRANTEE assures it will adhere to the Suspension and Debarment (2 CFR 200.212) regulations that prohibit the award of funds to individuals and parties that are ineligible or excluded from participating in Federal assistance programs or activities.
- The SUBGRANTEE assures it will adhere to the Lobbying provisions established by 2 CFR 200.450 and any additional Federal statutes and regulations governing the use of Federal funds on Lobbying.

SAM.gov (CCR) Information

(Please read carefully)

FAILURE to submit proof of current SAM.gov information will result in the application and GSA being rejected. This will hold up all awards and funds associated with said awards. You are required to attach a current copy of your SAM.gov Core Data Page that clearly shows your DUNS number, CCR expiration date, PHYSICAL address, Congressional District and Legal Name of your entity

I certify that I will not be applying for Federal Funding and therefore am exempt from this requirement (signature only required).

Legal Name of Registration Holder			
DUNS Number		CCR Expiration Date	
PHYSICAL Congressional District			
PHYSICAL Address			
PHYSICAL City			
PHYSICAL State		PHYSICAL Zip + 4	
By signing, I am certifying that the entity listed above has a DUNS number and will meet the annual CCR requirement as stated above. I also certify that I have included a copy of the SAM.gov information certifying that the CCR is up to date and it is <u>my</u> information provided above.			
Date Signed		Signature of Authorized Representative	

Section B: Additional CFR Regulations

The STATE AGENCY shall hold all SUBGRANTEES to the provisions within the applicable Code of Federal Regulations (CFR) that govern the funds passed through the STATE AGENCY from the DEPARTMENTS to the SUBGRANTEE. The CFRs include, but are not limited to: Title 7 - Agriculture (7 CFR), Title 25 - Indians (25 CFR), and Title 34 - Education (34 CFR).

- The SUBGRANTEE assures it will adhere to the applicable CFR based on the source of the funds received from the Pass Through STATE AGENCY from the DEPARTMENT.

Section C: General Terms and Conditions

The SUBGRANTEE assures, if awarded a grant, sub-grant, cooperative agreement, and/or contract:

- That the SUBGRANTEE will accept funds in accordance with applicable Federal and State statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto.
- That the SUBGRANTEE shall not obligate funds prior to the date an application is submitted to the STATE AGENCY in substantially approved form. 34 CFR §76.708
- That the control of funds provided to the SUBGRANTEE under each program and title to property acquired with those funds will be in a designated eligible recipient and that a designated eligible recipient will administer those funds and property.
- That the SUBGRANTEE has the necessary legal authority to apply for and receive the proposed grant or sub-grant and enter into the contract.
- That the SUBGRANTEE will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program.
- That the SUBGRANTEE will maintain written policies and procedures on cash management and allowability. 2 CFR 200.302(b)
- That the SUBGRANTEE will maintain Time and Effort documentation for all employees whose salaries are: 1.) Paid in whole or in part with federal funds 2 CFR 200.430(i)(1) or 2.) Used to meet a match/cost share requirement 2 CFR 200.430(i)(4).
- That the SUBGRANTEE will make reports to the STATE AGENCY and to the DEPARTMENT as may reasonably be necessary to enable the STATE AGENCY and DEPARTMENT to perform their duties (e.g. completion report, other required reports by a program).
- That the SUBGRANTEE shall permit the STATE AGENCY and auditors to have access to the subgrantee's records and financial statements as necessary for the STATE AGENCY to complete its monitoring requirements. 2 CFR 200.331(a)(5)
- That the SUBGRANTEE will maintain records, including the records required under Section 443(a) of the General Education Provisions Act ("GEPA"), 20 U.S.C. § 1232f, and provide access to those records as the STATE AGENCY or DEPARTMENT and the Comptroller General or any of their authorized representatives in the conduct of audits authorized by Federal Law or State Statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.
- That the SUBRECIPIENT will establish and maintain effective internal control over the federal award that provides reasonable assurance that the SUBRECIPIENT is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the Federal award. 2 CFR 200.303
- That the SUBRECIPIENT will maintain conflict of interest policies for federal awards. 2 CFR 200.112.
- That the SUBRECIPIENT will maintain written procedures for procurement transactions. 2 CFR. 200.319(c)
- That the SUBRECIPIENT will maintain a written travel policy. 2 CFR 200.474(b)
- That the SUBRECIPIENT will maintain procedures for managing equipment. 2 CFR 200.313(d)
- That the SUBGRANTEE will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of each program.
- That any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and to other members of the general public.
- That in the case of any project involving construction, the project is not inconsistent with overall State plans for the construction of school facilities, if applicable; and in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and applicable provisions of Chapter 4 of Title 34, A.R.S., in order to ensure that facilities constructed with Federal (which become subsequently State) funds are accessible to and usable by handicapped individuals.
- That the SUBGRANTEE has adopted effective procedures for: Acquiring and disseminating to teachers and administrators participating in each program, significant information resulting from educational research, demonstration and similar projects; and Adopting, if appropriate, promising educational practices developed through those projects.

Initials: _____

- That no person shall, on the ground of race, color, national origin, handicap, or sex be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination under any program or activity for which the SUBGRANTEE receives Federal financial assistance. Admissions policies for private schools are understood and agreed to be part of such programs. In this vein, the SUBGRANTEE agrees to assure compliance with the Governor of Arizona's Executive Order 99-4 prohibiting discrimination in employment, as well as Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); the Age Discrimination Act (42 U.S.C. §6101 *et seq.*); and the Americans with Disabilities Act ("ADA") (42 U.S.C. §12101 *et seq.*).
- That the SUBGRANTEE may not use its Federal or State funding to pay for any of the following: A. Religious worship, instruction, or proselytization. B. Equipment or supplies to be used for any of the activities specified in paragraph 13A, herein. C. Construction, remodeling, repair, operation, or maintenance of any facility or part of a facility to be used for any of the activities specified in paragraph 13A, herein. D. An activity of a school or department of divinity.
- That no Federal funding may be used for the acquisition of real property unless specifically permitted by the authorizing statute or implementing regulations for the program.
- That the SUBGRANTEE may not count tuition and fees collected from students toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
- That the SUBGRANTEE shall, to the extent possible, coordinate each of its projects with other activities that are in the same geographic area served by the project and that serves similar purposes and target groups.
- That the SUBGRANTEE shall, to the extent possible, if its project includes activities to improve the basic skills of children, youth, or adults, coordinate its project with other basic skills activities that are in the same geographic area served by the project. Basic skills mean reading, mathematics, and effective communication, both written and oral.
- That the SUBGRANTEE shall continue its coordination with the STATE AGENCY during the length of the project period.
- The SUBGRANTEE shall cooperate in any evaluation by the DEPARTMENT.
- That if a program so requires, the SUBGRANTEE shall make provisions for the participation of children enrolled in private schools in the area to be served. Such provision shall: A. Provide private school students with a genuine opportunity for equitable participation. B. Provide an opportunity to participate in a manner that is consistent with the number of eligible private school students and their needs. C. Maintain continuing administrative direction and control over funds and property that benefit students enrolled in private schools. D. Comply with the requirements of 34 C.F.R. §76.652 through 76.662.
- That funds will be used to supplement and not supplant State and local funds expended for educational purposes and, to the extent practicable, increase the fiscal effort that would, in the absence of such funds, be made by the SUBGRANTEE for educational purposes.
- That the SUBGRANTEE will comply with all relevant laws relating to privacy and protection of individual rights including 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act of 1974).
- That the SUBGRANTEE will comply with any applicable federal, state and local health or safety requirements that apply to the facilities used for a project.
- That it shall maintain records for 5 years following completion of the activities for which the SUBGRANTEE uses the federal or state funding and which show: A. The amount of funds under the sub-grant or grant. B. How the SUBGRANTEE uses the funds. C. The total cost of the project. D. The share of that total cost provided from other sources. E. Other records to facilitate an effective audit.
- If real property or structures are provided or improved with the aid of Federal financial assistance, the SUBGRANTEE will comply with applicable statutes, regulations and the project application in the use, encumbrance, transfer or sale of such property or structure. If personal property is so provided, the SUBGRANTEE will comply with applicable statutes, regulations and the project application in the use, encumbrance, transfer, disposal and sale of such property.
- That in the event of a sustained audit exception, and upon demand of the STATE AGENCY, the SUBGRANTEE shall immediately reimburse the STATE AGENCY for that portion of the audit exception attributable under the audit to the SUBGRANTEE, but shall also immediately reimburse the STATE AGENCY expenses in defending the audit exception, including and not limited to travel and attorney's fees, in an amount proportional to the amount of the audit exception attributable to the SUBGRANTEE. The SUBGRANTEE agrees to hold the STATE AGENCY harmless for any audit exception arising from the SUBGRANTEE's failure to comply with applicable regulations.
- That the SUBGRANTEE is aware all Federal funds granted to it are conditioned upon the availability and appropriation of such funds by the United States Congress and are subject to reduction or elimination by the United States Congress at any time, even following award and disbursement of funds. The SUBGRANTEE shall hold the STATE AGENCY harmless for any reduction or elimination of Federal funds granted to it. In the event of non-appropriation and notice, the SUBGRANTEE shall immediately cease further expenditures under any project.
- Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

- The SUBGRANTEE will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
- The SUBGRANTEE will (a) submit any requested reports to the STATE AGENCY (which shall make the reports available to the Governor) and the US Secretary of Education as required to enable the STATE AGENCY and DEPARTMENT to perform their duties under each such program; and (b) maintain such records, provide such information, and afford such access to the records as the STATE AGENCY (after consultation with the Governor) or DEPARTMENT may reasonably require to carry out their duties.
- The SUBGRANTEE will cooperate in carrying out any evaluation of any program conducted by or for the STATE AGENCY and/or DEPARTMENT officials.
- The SUBGRANTEE assures that if administering a program under the P.L. 107-110, it will comply with Section 9524 of ESEA that incorporates language regarding constitutionally protected prayer in public and secondary schools. The SUBGRANTEE also assures that they will provide written certification to the STATE AGENCY that the SUBGRANTEE is in compliance with Section 9524.
- The SUBGRANTEE assures that all teachers and paraprofessionals working in a program receiving funds from the STATE AGENCY maintain applicable state certification and licensure requirements including certification obtained through alternative routes to certification.
- The SUBGRANTEE will comply with state law requiring expulsion from school for a period of no less than 1 year if a student who is determined to have unlawfully brought a firearm to school, or to have unlawfully possessed a firearm at a school under the jurisdiction of the SUBGRANTEE, except that the Chief Administrating Officer of an SUBGRANTEE is allowed to modify such expulsion requirements for a student on a case-by-case basis if such modification is in writing; and the SUBGRANTEE will provide to the STATE AGENCY on an annual basis information surrounding any expulsion, including the name of the school concerned, the number of students expelled from such school, and the type of firearm(s) concerned.

SECTION D: Education of Homeless Students

That the SUBGRANTEE, if administering a program for Education of Homeless Students, affirms that:

- The SUBGRANTEE will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
- The SUBGRANTEE will designate an appropriate staff person as an SUBGRANTEE liaison for homeless children and youths, to carry out the duties described in Title X, Part C, section 722, paragraph (6)(A).
- The SUBGRANTEE will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin in accordance with the provisions of Title X, Part C, section 722, paragraph (6)(J)(iii).
- The SUBGRANTEE will adopt policies and practices to ensure immediate enrollment of homeless children.

By signing the General Statement of Assurances, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I also agree to comply with the assurances contained within the General Statement of Assurance and any resulting terms if I accept funds from the Arizona Department of Education. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Individual signing must match person indicated on page 1

Authorized Representative Printed Name _____

Authorized Representative Signature _____

Date Signed _____