

Quick Reference Guide (QRG)



General Statement of Assurances (GSA)

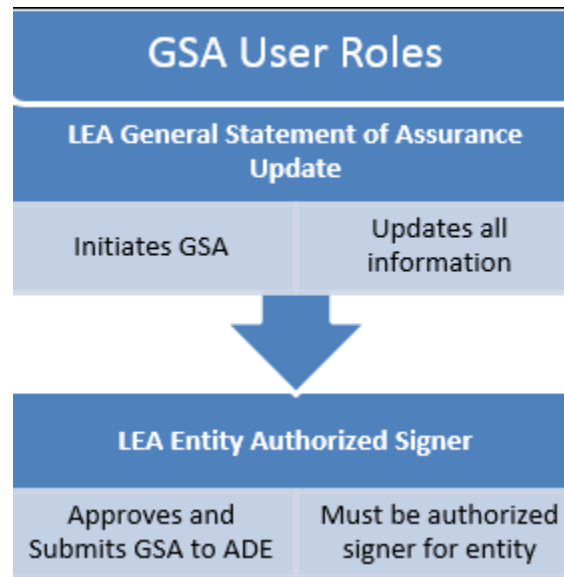
LEAs/External Users



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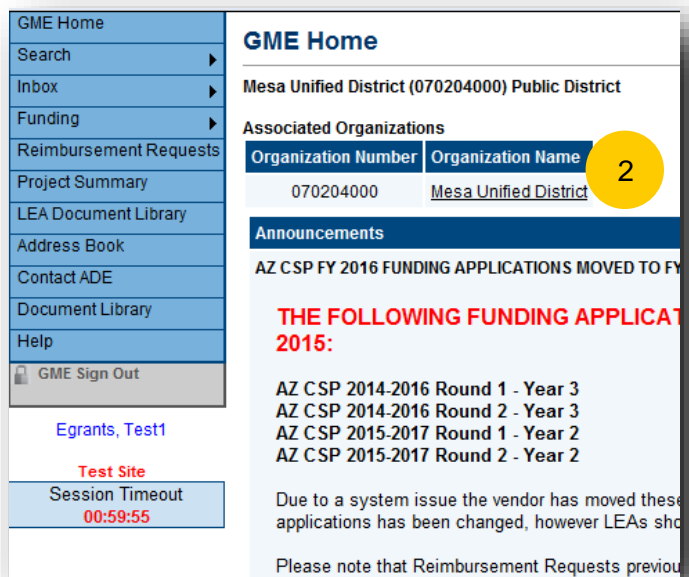
User Role Requirement

- **LEA General Statement of Assurance Update:** this role initiates the GSA and can update as needed
- **LEA Entity Authorized Signer:** this role reviews and approves the GSA to be submitted to the SEA (State Entity Agency = ADE)
- **LEA User Access Administrator:** this user role assigns the proper GME roles; users who are unable to work with the GSAs should check with this individual to ensure the correct role has been assigned.



Accessing the GSA

1. Log into the Grants Management Enterprise (GME) through ADEConnect (you should see a Grants Management link under your parent organization).
2. Select your organization once you are in GME.



The screenshot shows the GME Home interface. On the left is a navigation menu with items like Search, Inbox, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The main content area displays the user's organization as 'Mesa Unified District (070204000) Public District'. Below this, there is a table for 'Associated Organizations' with columns for 'Organization Number' and 'Organization Name'. The entry for '070204000' and 'Mesa Unified District' is highlighted with a yellow circle containing the number '2'. Below the table, there are announcements regarding funding applications, including 'AZ CSP FY 2016 FUNDING APPLICATIONS MOVED TO FY 2015' and a list of funding rounds for 2014-2016 and 2015-2017.

Entity Information

Gilbert Unified District (070241000) Public District

Entity Information	
Organization Name	Gilbert Unified District
CTDS	
Entity ID	
Organization Type	
Organization Status	
Indirect Cost Rate	
Authorized Representative(s)	
Legal Name	
Address	
City	
State	
Zip Code	
Congressional District	
DUNS Number	
CCR Expiration Date	
Risk Designation	
General Statement of Assurance Upload Date	
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Entity History	Entity History
Entity Hold Administration	Entity Hold Administration
Interest Administration	Interest Administration
General Statement of Assurances	General Statement of Assurances
Project Summary	Project Summary



3. Once you are on the Entity Information page, select the [General Statement of Assurances](#) link.

4. Select the appropriate fiscal year (e.g. 2019).
5. Select General Statement of Assurances

4 LEA Applications

Mesa Unified District (130341000) Public District - FY 2018

2019 ▾ Active Plan ▾

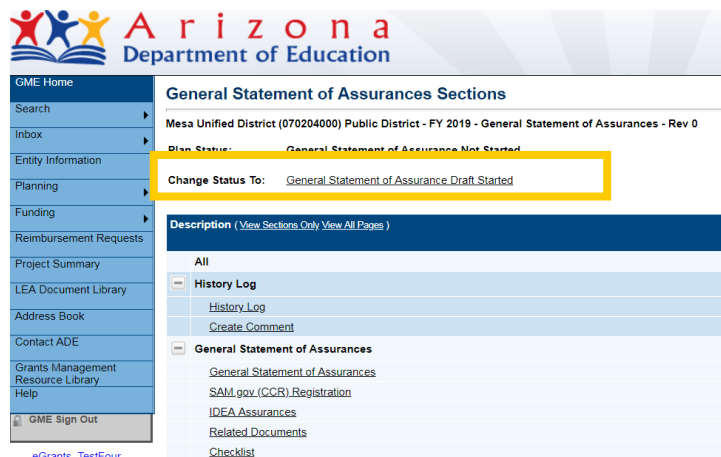
LEA Applications	Revision	Status	Status Date
General Statement of Assurances	0	General Statement of Assurance Not Started	4/18/2018



There are no additional School applications available to view.

Initiating the GSA

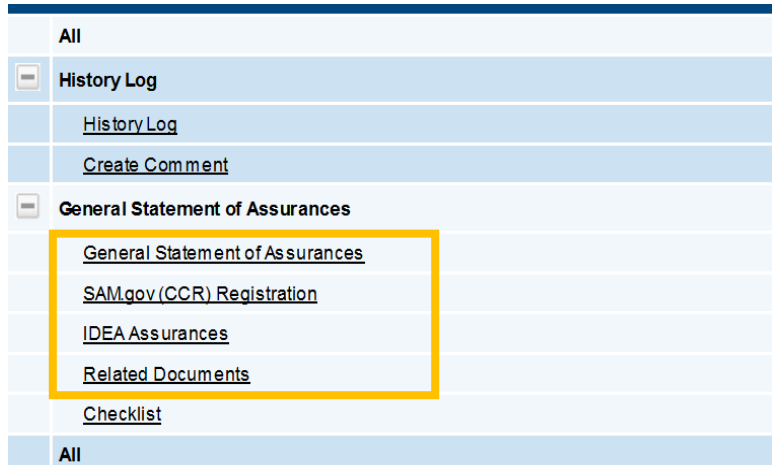
1. **LEA General Statement of Assurance Update** clicks on **Change Status To General Statement of Assurance Draft Started** to start and complete the GSA.



The screenshot shows the Arizona Department of Education's GSA interface. The left sidebar contains navigation links: GME Home, Search, Inbox, Entity Information, Planning, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Contact ADE, Grants Management Resource Library, Help, and GME Sign Out. The main content area is titled 'General Statement of Assurances Sections' and shows details for 'Mesa Unified District (070204000) Public District - FY 2019 - General Statement of Assurances - Rev 0'. A yellow box highlights the 'Change Status To: General Statement of Assurance Draft Started' option. Below this, there is a 'Description' section with a 'History Log' containing 'History Log' and 'Create Comment' links, and a 'General Statement of Assurances' section with links for 'General Statement of Assurances', 'SAM.gov (CCR) Registration', 'IDEA Assurances', 'Related Documents', and 'Checklist'.

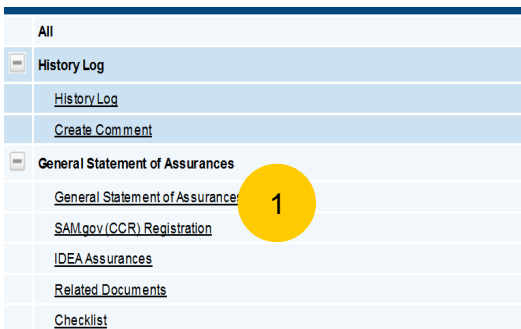
General Statement of Assurance Section

- There are four sections to be completed, located underneath General Statement of Assurances.



General Statement of Assurances

- Click on the [General Statement of Assurances](#) link.
- Select the **Status** (For Profit or Non Profit).
- Check the **Agree To** box for every section.
- Save and Go To > Sections** page and select next component, [SAM.gov \(CCR\) Registration](#)



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.

2 * Please indicate status

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 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as dictated by the DEPARTMENT.

* AGREE TO SECTION B

3

SAM.gov (CCR) Registration

1. Click on the [SAM.gov \(CCR\) Registration](#) link.
2. Complete each field; information entered **must match SAM.gov data** (and CCR must be current).
3. *Under The LEA certifies, please enter the initials of the LEA Entity Authorized Signer. The LEA General Statement of Assurance Update enters the initials on behalf of the LEA Entity Authorized Signer, so then the Signer will review and “sign” the document if everything is correct.*
4. **Save and Go To > Sections** page and select next component, [IDEA Assurances](#).

All
History Log
History Log
Create Comment
General Statement of Assurances
General Statement of Assurances
SAM.gov (CCR) Registration 1
IDEA Assurances
Related Documents
Checklist

I certify that I will not be applying for Federal Funding and therefore am exempt from this requirement.

Instructions: Provide current SAM.gov information within the boxes below. CCR Expiration date provided must be current and all other information must match SAM.gov data. Failure to complete this section accurately and completely will result in a returned GSA.

Legal Name of Registration Holder	*	<input type="text"/>
DUNS Number	*	<input type="text"/>
CCR Expiration Date	*	<input type="text"/> Clear
PHYSICAL Congressional District	*	Select... <input type="text"/>
PHYSICAL Address	*	<input type="text"/>
PHYSICAL City	*	<input type="text"/>
PHYSICAL State	*	<input type="text"/>
PHYSICAL Zip + 4	*	<input type="text"/>

The LEA certifies:	Initials
• this is the registration holder and DUNS number they are attached to	* <input type="text"/>
• they will meet the annual CCR requirements and notify ADE of CCR registration changes, including updated CCR expiration date	* <input type="text"/>
• a copy of the SAM.gov information will be included in the related documents section which certifies that SAM.gov is up to date and verified	* <input type="text"/>
• is in adherence to the Suspension and Debarment (2 CFR 200.212) regulations	* <input type="text"/>

IDEA Assurances

1. Click on the [IDEA Assurances](#) link.
2. Review each section and check the **Agree to** box for every section.
3. **Save and Go To > Sections** page and select next component, [Related Documents](#).

All
History Log
History Log
Create Comment
General Statement of Assurances
General Statement of Assurances
SAM.gov (CCR) Registration
IDEA Assurances
Related Documents
Checklist

1

* Least restrictive environment (34 CFR 300.114-140)
 * Over-identification and Disproportionality (34 CFR 300.173)
 * Participation of Private School Children (34 CFR 300.129 and 300.130-148)

* AGREE TO SECTION A

Section B

Certification

HEREBY CERTIFY

That I have made a diligent and good faith effort to ascertain the completeness and accuracy of the information and that to the best of my knowledge all such information and representations are complete and accurate.

That all records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the SEA.

That, on behalf of the participating public educational agencies, all state and federal statutes, rules, and regulations governing programming for children with disabilities will be complied with, including Individuals with Disabilities Education Improvement Act (IDEA 2004), 34 CFR Part 300 of the federal regulations, Arizona Revised Statutes, Title 15 – Education, Arizona Administrative Code, Title 7 – Arizona State Board of Education Rules, and all other requirements that are not inconsistent with IDEA 2004 found in the Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (2 CFR 200).

* AGREE TO SECTION B

Section C

FURTHER CERTIFY that I have the legal authority to apply for and receive funds under IDEA, and that I have been authorized by the participating public educational agencies to do so on their behalf.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). (2 CFR 200.415)

* AGREE TO SECTION C

Related Documents

1. Click on the [Related Documents](#) link.
2. Attach the SAM Core Data page here.

All
History Log
History Log
Create Comment
General Statement of Assurances
General Statement of Assurances
SAM.gov (CCR) Registration
IDEA Assurances
Related Documents
Checklist

1

Submitting GSA

1. On the Sections page, the **LEA General Statement of Assurant Update** will change the Application Status to [General Statement of Assurance Completed](#).
2. The **LEA Entity Authorized Signer** reviews all of the information and if it is correct, change the status to [LEA General Statement of Assurance Signed](#)

General Statement of Assurances Sections

Mesa Unified District (070204000) Public District - FY 2019 - General Statement of Assurances - Rev 0

Plan Status: General Statement of Assurance Draft Started

Change Status To: [LEA General Statement of Assurance Completed](#)

1

General Statement of Assurances Sections

Mesa Unified District (070204000) Public District - FY 2019 - General Statement of Assurances - Rev 0

Plan Status: LEA General Statement of Assurance Completed

Change Status To: [LEA General Statement of Assurance Signed](#)

2

If GSA is Returned

Once the GSA is in [LEA General Statement of Assurance Signed](#) status, **SEA will accept GSA or return for edits**. If the latter, you'll need to review the [Checklist](#) section to see what area(s) need to be edited.

Checklist will include the following:

- Verify SAM Core Data Information was entered into the SAM page correctly
 - Legal Name of Registration
 - DUNS Number
 - CCR Expiration Date
 - Physical Congressional District
 - Physical Address, Zip
- Verify Initials Input in SAM page are of Entity Authorized Signer
- Verify SAM Core Data Page Uploaded is correct

All
<input checked="" type="checkbox"/> History Log
History Log
Create Comment
<input checked="" type="checkbox"/> General Statement of Assurances
General Statement of Assurances
SAM.gov (CCR) Registration
IDEA Assurances
Related Documents
Checklist
All

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov