Annual Process - Self-Assessment and GSA

Fast Facts

Description:

To apply for funding or to draw down approved funds, LEAs must complete two submission requirements in the Grants Management Enterprise (GME) system prior to the beginning of each fiscal year. Both requirements must be met to prevent a Global Hold (withholding of funds).

The submission requirements:

1. Complete Self-Assessment

a. The Self-Assessment link is found on the Entity Information page in GME.
b. The user role required is LEA Self-Assessment Update or LEA Business Manager. Either role can start, fill out and submit the Self-Assessment.
c. The Self-Assessment responses should be based on current data related to each question/statement.
d. The Self-Assessment must be submitted before an LEA will be able to submit the General Statement of Assurance within GME.

2. Complete General Statement of Assurances **(GSA)**

a. The General Statement of Assurance link is found on the Entity Information page in GME.
b. The user roles required are LEA General Statement of Assurances Update (this role can to start, fill out and complete the draft) and LEA Entity Authorized Signer (this role can approve & submit the GSA).
c. The GSA can be moved into Draft Started status but cannot be submitted in GME until the Self-Assessment has first been submitted.

FAQ

1. **If I don't submit a General Statement of Assurance (GSA), how will it affect the approval of my funding applications?**

Without assurances on file, ADE cannot approve funding through grants. A Global Hold is placed on all funding applications for the fiscal year until the GSA for that fiscal year is accepted. Funding applications can be submitted to ADE (Program Areas), but they cannot be approved at SEA Director level until the General Statement of Assurance is accepted by Grants Management.

2. **What is the purpose of the Self-Assessment?**

The Self-Assessment is designed to assist both ADE and LEAs in assessing areas for improvement in terms of Federal compliance. The Self-Assessment is NOT meant for monitoring purposes meaning, ADE will not use this information to audit LEAs. The information will be used to help ADE develop training sessions and individual technical assistance.

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3. What roles do I need to complete these annual processes?

Self-Assessment
LEA Business Manager: this user role allows to initiate, fill out and submit the Self-Assessment

- It also allows initialing, filling out/editing and pushing through the first level of approval Funding Applications & Revisions, as well as initiating, filling out/editing and submitting Reimbursement Requests and Completion Reports

LEA Self-Assessment Update: this user role allows to initiate, fill out and submit the Self-Assessment

GSA
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.