



Grants Management Policy



Policy Name	General Statement of Assurance and Self-Assessment		
Policy #	GT3.2	Policy Section	Technology
Date Approved	6/11/19	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	N/A		

Audience

This policy pertains to Local Education Agencies.

Purpose

The purpose of this policy is to explain the LEA’s responsibility in completing a General Statement of Assurance and Self-Assessment.

Overview

A General Statement of Assurance (GSA) must be submitted annually and approved by ADE in order for an LEA to have access to federal funds. The Self-Assessment is due at the same time as the GSA.

Exceptions

Terms

General Statement of Assurance: A document signed by the individual authorized by the LEA to request state and federal funds through the Arizona Department of Education that must be completed annually.

Self-Assessment: An assessment completed by the LEA that is designed to assist ADE in determining training topics and provide individual technical assistance. The self-assessment allows the LEA to identify areas of improvement related to federal compliance.

Policy

The GSA is an agreement between the LEA and ADE that binds the LEA to comply with all applicable state and federal regulations governing the financial assistance awarded to them. To apply for funding or to draw down approved funds, LEAs must submit two requirements in the GME system prior to the beginning of each fiscal year, namely the GSA and Self-Assessment. The GSA cannot be submitted to ADE without a completed Self-Assessment. Both must be submitted in the GME system for the current fiscal year by May 15. If this requirement is not met the LEA will be placed on global hold (unable to access funds) until the requirement is met. LEAs not applying for federal funds must certify in GME that they are exempt from this requirement.

It is the LEA’s responsibility to identify the appropriate person to be assigned the LEA Entity Authorized Signer role in GME. The following guidance is provided for LEAs to determine how to assign this role:



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- Districts: Board President and/or Superintendent
- Charters: Charter Contract Signer
- Other type of entities: Comparable authorized official

Prior to submitting the GSA, the LEA must complete information on SAM.gov (System for Award Management) and the core data page must be uploaded in GME. This information is used to verify the information provided on the GSA and must match exactly (e.g. address, contact information, etc.) Information updated in SAM.gov throughout the year will not be provided to ADE. It is the LEA's responsibility to notify ADE of updates.