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 for *that fiscal year only*). As funding applications begin opening on March 1st, all organizations without an approved supplement will be put on Global Hold after March 1st.

The Supplement Submission Requirements:

1. Complete Self-Assessment Supplement
    a. The Self-Assessment link is found on the Entity Information page in GME or via the main menu; Funding>>>Supplements.

    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 Assurance (GSA)
    a. The General Statement of Assurance link is found on the Entity Information page in GME or via the main menu; Funding>>>Supplements.

    b. The user roles required are **LEA General Statement of Assurances Update** (this role can start, fill out and complete the draft) and **LEA Entity Authorized Signer** (this role can approve & submit the GSA).

    c. The GSA requires submission of SAM.gov Core Data Printout. A link to further instructions on how to do that can be found here.

    d. **Information from that Printout must be manually input *EXACTLY AS IS* into the SAM.gov Registration section**

    e. The GSA requires the contact information for certain positions within the organization as well as an Org Chart containing those positions/names.

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Fast Facts

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.

3. What is an organizational chart?

An organizational chart is a *visual* representation of an organization's structure, showing the roles, responsibilities, and reporting relationships between individuals and departments.

4. Who can sign and submit the GSA?

Only the LEA Entity Authorized Signer may change the status of the GSA to "LEA General Statement of Assurance Signed and Submitted". Section B of the GME System User Assurances states that the role of Entity Authorized Signer is held solely by the individual in DIRECT employment and legally responsible for the organization, holding of the following applicable titles:

- District LEA: Board President or Superintendent
- Charter LEA: Charter Contract Signer
- Other Organizations: A person of comparable authority to those stated above

Upon submission of the GSA, the GM team will verify that the user signing and submitting the GSA, according to the provided organizational chart, entity website, ASBCS or other provided statements, holds a position aligned to this list of approved individuals. For assistance assigning roles in GME, please contact your organization's *LEA User Access Administrator*.

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