

Grants Management Policy Statement



Title	Unit/ Team	Date of Draft
General Statement of Assurance & Self-Assessment	Technology	10/24/2025
Approved by: <i>Nicole von Prisk</i>		Approval and Implementation Date: 11/12/2025

Audience

This policy pertains to all Organizations.

Purpose

This policy is to explain the Organization's responsibility in completing a General Statement of Assurance and Self-Assessment each fiscal year. A General Statement of Assurance (GSA) must be submitted annually and approved by Arizona Department of Education (ADE) in order for an Organization to have access to the funding applications housed within Grants Management Enterprise (GME). The Self-Assessment is due at the same time as the GSA.

Terms

General Statement of Assurance – A document signed by the individual authorized by the organization to request State and Federal funds through the ADE that must be completed annually.

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

Policy

The GSA is an agreement between the Organization and ADE that binds the Organization 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, Organizations 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 prior to the March 1 due date. To prevent access to funding without an approved GSA, all Organizations are put on Global Hold for the upcoming fiscal year until this requirement is met. Organizations not looking to apply for Federal funds may elect to do so within the GSA and will be placed on a special Global Hold.



It is the Organization's responsibility to identify the appropriate person to be assigned the LEA Entity Authorized Signer role within GME. This person must hold the authority to sign on behalf of the Organization. The following guidance is provided for Organizations to determine how to assign this role required to submit the GSA:

- District LEAs: Board President and/or Superintendent
- Charter LEAs: Charter Contract Signer
- Other Types of Organizations: A comparable authorized official

To help ensure the proper official is submitting the GSA and serving as an Organization's LEA Entity Authorized Signer, an Org Chart must be submitted including the names and titles of executive staff (including if they are direct hires or contractors).

Prior to submitting the GSA, an Organization seeking Federal funds must register with the Federal Government via SAM.gov (System for Award Management). A core data page must be uploaded to the GSA as proof of this active registration. Organizations can access their core data page by logging in to SAM.gov and downloading a copy of the pdf. For more information regarding how to do this, click this link ([SAM Core Printing Instructions](#)). The information submitted to SAM.gov must be entered within the GSA and must match the document **exactly**. The Organization must maintain an active registration with SAM.gov and will be required to provide updated information throughout the fiscal year, even if their current GSA is approved. Updated documents should be provided via ADE's Help Desk prior to the expiration. Organizations with an expired SAM.gov registration will be placed on Global Hold.

Note: ADE is not affiliated with SAM.gov and cannot help with troubleshooting registration, nor does ADE have access to automatically update an entity's expiration date.

