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| Revised: 04/09                                    | ARIZONA<br>DEPARTMENT OF EDUCATION<br><br><b>GUIDELINES &amp;<br/>PROCEDURES</b> | NO. EX-47  |
| SUPERSEDES: 03/09                                 |  | SHEET 1 of 5   |
| <b>SUBJECT:</b><br>GENERAL STATEMENT OF ASSURANCE |  | FILING INSTRUCTIONS<br>(Guidelines & Procedures Manual)<br>Section: External<br>As item: EX-47 |

## I. PURPOSE

Federal and State assisted programs require that recipient agencies guarantee accountability to the United States and the State of Arizona to eliminate unlawful discrimination and ensure equal opportunities for the beneficiaries or potential beneficiaries of Federal and/or State financial assistance. The General Statement of Assurance is used to incorporate common Federal and State requirements and assurances into one document. Consistent with 34 C.F.R. Section 76-85, the SUBGRANTEE assures if awarded a grant, sub grant, or contract, that the SUBGRANTEE will accept funds in accordance with applicable Federal and State statutes, regulations, program plans, and applications, and administer the program in compliance with all provisions of such statutes, regulations, applications, policies and amendments.

## II. GUIDELILNE

A General Statement of Assurance must be filed **ANNUALLY** by May 31<sup>st</sup> with the Superintendent of Public Instruction in order to participate in any ADE administered program. **ONLY** those individuals whose original signature appears on the document will be recognized as the **AUTHORIZED REPRESENTATIVE** and, the only individuals with the authority to sign for the entity they represent. These individuals will be issued a username and password to enable the electronic transmittal of documents through secure Grants Management Enterprise System. (The electronic transmittal of documents include online applications, amendments, completion reports, and cash management reports)

Upon receipt of the new fiscal year General Statement of Assurance, all authorized signers listed will be given secure access to the Grants Management System starting May 1<sup>st</sup> through June 30<sup>th</sup> and will supersede the current year General Statement of Assurance on file. Any authorized signer(s) from the current year General Statement of Assurance not listed on the new General Statement of Assurance will be removed from the Grants Management System at that time.

During the fiscal year, authorized signers can be added and / or removed from the Grants Management System by submitting the Change Request Form located at [https://www.ade.az.gov/gme/Additional\\_Information/GSA.asp](https://www.ade.az.gov/gme/Additional_Information/GSA.asp).

It is important to notify the Grants Management Office of any changes to the General Statement of Assurance in order to ensure unauthorized users do not have access to the Grants Management System.

In case of change in main entity authority such as Charter Holder, Contract Signer, Superintendent, or District board president, SUBGRANTEE must submit updated General Statement of Assurance with the correct main entity authority signatures. The new main entity authority must reauthorize all of signers listed on the previous General Statement of Assurance.

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III. General Statement of Assurance PROCEDURE

Performed By

Action

Grants Management Office

1. Posts the General Statement of Assurance online at [https://www.ade.az.gov/gme/Additional\\_Information/GSA.asp](https://www.ade.az.gov/gme/Additional_Information/GSA.asp)  
 Notify all entities who received projects/grants from ADE in the current year or entities requesting information via email. The new year General Statement of Assurance is typically posted mid March and must be returned by May 31<sup>st</sup> of the current year.

SUBGRANTEE

2. Downloads the new General Statement of Assurance and determines who should be identified as the authorized representative for the entity.
3. Completes the GSA form, including the name and titles of the authorized signers. All authorized representatives for the entity must sign the form with blue ink.
4. Returns the form with original signatures to the ADE Grants Management Office via mail.

ADE Grants Management Office Bin #3  
 1535 West Jefferson Street  
 Phoenix, Arizona 85007

Grants Management Office

5. Receives and reviews the General Statement of Assurance for completeness.  
  
 (Upon receipt of the new fiscal year General Statement of Assurance, all authorized signers listed will be given secure access to the Grants Management System and will supersede the current year General Statement of Assurance on file.)

Grants Management  
 (May 1<sup>st</sup> through June 30<sup>th</sup>)

6. Activate Sub grantee in the Grants Management System. Update Grants Management User Maintenance System and request Enterprise (ADE Support Center) to add new signers or remove old signers starting May 1<sup>st</sup> through June 30<sup>th</sup>.

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Enterprise  
(ADE Support Center)

7. Receives request from the Grants Management Office and completes the request.

Assigns Common Logon user ids and passwords to new signers with secure Grants management access

Removes Grants Management access from individuals that are no longer listed on the new General Statement of Assurance.

Email only new Common Logon users notifying them of their user id and password.

#### IV. Year End User Delete Process for SUBGRANTEE that didn't file GSA by June 30<sup>th</sup>

Performed By

Action

Grants Management Office

1. Send an email notification in early June to SUBGRANTEES that didn't file the new General Statement of Assurance by May 31<sup>st</sup>.
2. If Grants Management Office doesn't receive the new General Statement of Assurance by June 30<sup>th</sup>, the Grants Management office will inactivate the entities for the upcoming fiscal year starting July 1<sup>st</sup> and request Enterprise to remove these users Grants Management access.

Enterprise  
(July 1<sup>st</sup>)

3. Run a year end routine stored procedure to remove inactivated entities' grant users' access (including grant contact, capture only access, and submit access). Send a confirmation email to Grants Management Office with a list of delete users by entity.

Grants Management Office  
(July 2<sup>nd</sup>)

4. Send an email notification to Step 3 inactivated entities.

SUBGRANTEES

5. Complete General Statement of Assurance and returns the form to the ADE Grants Management Office via mail.

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|--------------------------|--|
| Grants Management Office | 6. Receives and reviews the General Statement of Assurance for completeness.   |
| Grants Management Office | 7. Activate SUBGRANTEE in the Grants Management System. Update Grants Management User Maintenance System and request Enterprise (ADE Support Center) to add new signers. |

V. New Charter Schools

- | <u>Performed By</u>                     | <u>Action</u>  |
|---|--|
| SUBGRANTEE                              | 1. Complete the General Statement of Assurance and send it to Arizona State Board for Charter Schools.   |
| Arizona State Board for Charter Schools | 2. Receives and reviews the General Statement of Assurance to ensure that it was properly completed. Activate new charter school in Enterprise System. Sends the original General Statement of Assurance and W-9 Form to ADE Grants Management Office  |
| Grants Management Office                | 3. Review Enterprise information against the original General Statement of Assurance. Route W-9 Form to ADE Procurement. Activate new Charter School in the Grants Management System. Route a copy of W-9 Form and First page of General Statement of Assurance to ADE accounting.<br><br>If Entity is activated in Enterprise, activates SUBGRANTEE in the Grants Management System. Update Grants Management User Maintenance System and request Enterprise (ADE Support Center) to add new signers. |
| Enterprise (ADE Support Center)         | 4. Receives request from the Grants Management Office and Complete the request. Assign individual Common Logon user id and passwords to new signers with secure Grants Management Access.<br>Notify new users with their Common Logon information via email.   |
| Accounting                              | 5. Assigns a PCA# for new School   |

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Procurement

6. Reviews and sends W-9 Form to GAO

GAO  
(General Accounting Office)

7. Enters information into the AFIS System

Grants Management Office

8. Reviews AFIS system for new charter school information. Send a request to ADE Support Center for adding a vendor number and PCA number for the new charter school in Enterprise.

ADE Support Center

9. Updates Enterprise with Vendor number and PCA number for new charter schools.

VI. Delete User account completely: The Grants Management office will request Enterprise to delete a user account completely only when an entity sends [an official removal form](#). (Change Form)