

Assurances – Subrecipient Instructions



LEA Assurances will be completed in Utah Grants



Assurance tasks will be available **June 1, 2021**



Task will be sent to the Utah Grants LEA Key Point of Contact



Can be modified/saved by any Utah Grants user prior to submission



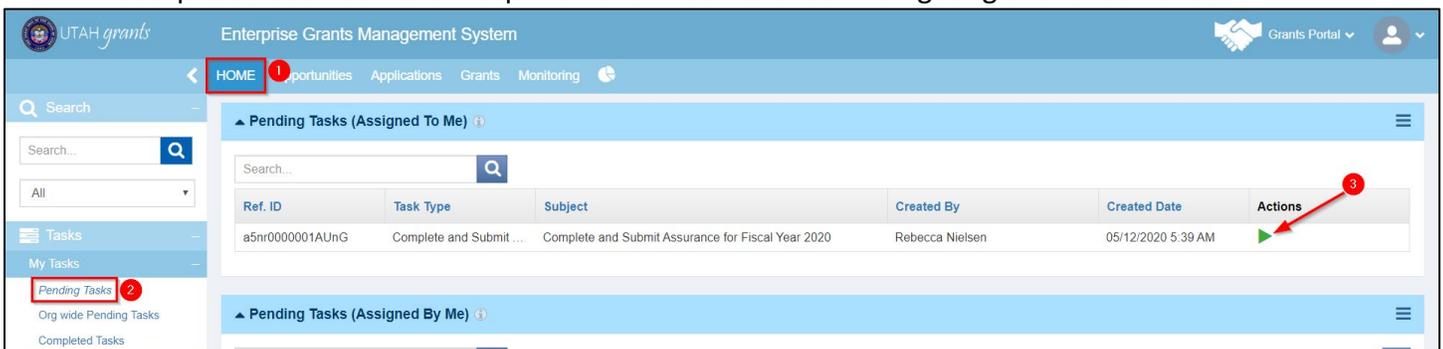
Assurances are due to USBE by **July 1, 2021**

- The Assurance task will be assigned to the individual designated as the Key Point of Contact (Key POC) in Utah Grants. The Key POC is considered the assurance “owner.” The Key POC will receive all email notifications pertaining to the Assurance.
- The USBE requires that LEA Assurances be reviewed, completed and submitted in Utah Grants by the School District Superintendent or Business Administrator, or by the Charter School Director or Principal.
- Any LEA user can access, edit, save and/or submit the Assurances for the subrecipient organization.
- The Assurance form can be saved prior to submission (work will not be lost if saved).
- Assurances DO NOT require dual approvals at the LEA. Submitted assurances will route directly to the USBE approver.

Completing Assurances

ACCESSING PENDING TASK (Key POC):

1. Key POC navigate to **HOME** tab > **Pending Tasks** (link on the left side bar) > click the **Green Play** button.
Note: please see instruction step #15 to for instructions on navigating to the assurance form.



Ref. ID	Task Type	Subject	Created By	Created Date	Actions
a5nr0000001AUnG	Complete and Submit ...	Complete and Submit Assurance for Fiscal Year 2020	Rebecca Nielsen	05/12/2020 5:39 AM	

ACCESSING ASSURANCE RECORD (All Users):

- Optional: Any user can navigate to the Assurances documentation in the Organization Profile.
Subrecipient user navigates to **HOME** tab > click **Manage Organization Profile** (link on left side bar) > **Assurances** tab > click the **Green Eye** for the specific Fiscal Year Assurance form.

The screenshot shows the Enterprise Grants Management System interface. The top navigation bar includes 'HOME' (highlighted with a red box and number 1), 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains 'My Organization/Profile' with a sub-link 'Manage Organization Profile' (highlighted with a red box and number 2). The main content area displays the 'Assurances' section for 'Alpine School District'. A table lists assurance records with columns: Assurance Name, Fiscal Year, Submitted By, Reviewed By, Status, and Actions. A red arrow points to a 'Green Eye' icon in the Actions column (highlighted with a red box and number 4).

Assurance Name	Fiscal Year	Submitted By	Reviewed By	Status	Actions
a5nr0000001AUng	SFY-2020			Created	

- On the Form tab, user either clicks the **Green Eye** or **Blue Pen** to open the Assurance Form. Clicking the **Blue Pen** puts you into Edit mode on the next screen.

The screenshot shows the Assurance Form view for 'a5nr0000001AUng'. The top right has a 'Submit Assurance' button. Below the title, fields for 'LEA Id' (010), 'Status' (Created), and 'Fiscal Year' (SFY-2020) are shown. A progress bar indicates the current status is 'Created', with 'Submitted to Grantor' and 'Approved' as subsequent steps. The 'Form' tab is selected (highlighted with a red box). Below the 'Form' section, a table lists assurance forms with columns: Form Name and Actions. A red box highlights the 'Green Eye' and 'Blue Pen' icons in the Actions column. Below this is an 'Attachments' section with an 'Add' button and a table with columns: Name, Type, Description, Date Attached, Attached By, and Actions. The table currently shows 'No Records Found'.

Form Name	Actions
Assurance Form 2020	

4. If you clicked the Green Eye on the previous step, you would need to click the Edit button in the top right corner so the form will allow you to select answers. User can now answer the Assurance questions.

Assurance Form 2020 Edit Back

Form Name
Assurance Form 2020

LEA COMPLIANCE AND ASSURANCE CHECKLIST For 2019 - 2020 School Year...[view more](#)

Utah public

▲ FINANCIAL OPERATIONS

The LEA assures that it has complied with each of the following requirements as outlined in Code and Rule:

1) School Emergency Response Plan
By July 1 of each year, the Emergency Preparedness Response Plan has been practiced at the school level and presented to and reviewed by its staff, administrators, students, parents, local public safety representatives and a copy has been filed with the LEA.

Authorizing, Implemented, or Interpreted Law
53G-4-402(18) R277-400

5. While answering questions, please note that many questions contain a comment box. All comment boxes are required fields. Please enter appropriate information/links in comment box.

Yes No

Comments

B I U S

comment

6. User can **Save** the Assurances form at any time and come back to complete.

Assurance Form 2020 Cancel Save

Form Name
Assurance Form 2020

7. Add any overall comments in the Miscellaneous section at the bottom of the form.

▲ MISCELLANEOUS

Overall Comments

comments

8. District Superintendent/Business Admin or Charter School Director/Principal types in their name and Date Submitted. Save.

▲ DECLARATION

The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the... [view more](#)

District Superintendent or Charter School Director
Date Submitted

District Superintendent or Charter School Director
05/14/2020

Cancel Save

9. To Validate, click the **Validate** button. This will check to ensure all questions and comments have had a response.

HOME Opportunities Applications Grants Monitoring

Assurance Form 2020

Edit Back Validate

10. Note errors (if any) will appear in a red background message at the top of the form. Click Edit to complete any missing fields (save and revalidation is required after each change to form).

If you change any answer on the Assurances form, you will need to Validate the form again before Submitting to Grantor.

HOME Opportunities Applications Grants Monitoring

Please complete below mentioned questions:
Note: Comments are mandatory for questions with comments.

- 01) School Emergency Response Plan
- 08) Procurement
- 18) Education Association Leave

Assurance Form 2021

Edit Back Validate

11. Note the “Validation Completed Successfully” message after clicking the Validate button. In order to submit, all validation errors must be cleared and validation successful. Click the **Back** button.

HOME Opportunities Applications Grants Monitoring

Validation Completed Successfully

Assurance Form 2020

Edit Back Validate

LEA COMPLIANCE AND ASSURANCE CHECKLIST For 2019 - 2020 School Year

Utah public Local Education Agencies (LEAs) are legally responsible for compliance with or assurances regarding the following federal requirements, Utah State law, or Utah State Board of Education (USBE) Board rule, as described in the references within this document. Verification of compliance by USBE is authorized under Article X Section 3 of the Utah Constitution, Utah Code 53E-3-401, and USBE Board rule R277-108. Each local school board or charter school governing board shall provide, consistent with State law, written assurance of the following requirements through this submission, as well as through the Data Gateway "My Surveys" portal.

[view less](#)

12. To include optional attachments: on the **Form** tab > in the **Attachments** table > click the **Add** button.

Assurance
a5nr0000001AUng

LEA Id: 010 | Status: Created | FiscalYear: SFY-2020

Progress: Created (checked) | Submitted to Grantor | Approved

Overview | **Form** (1)

Form

* Records are sorted by Last Modified Date DESC

Form Name	Actions
Assurance Form 2020	

Attachments **Add** (2)

Name	Type	Description	Date Attached	Attached By	Actions
No Records Found					

13. Add Attachments window

- a. Select Type:
 - i. Corrective Action Plan
 - ii. Policy/Procedure
 - iii. Other
- b. File: click the Choose File button
- c. Description: add a description
- d. Save
- e. Click the 'X' in the top right corner to close window

Add Attachments

Upload file from Computer

Type: Corrective Action Plan

File: Choose File No file chosen

Description: [Empty text field]

Save

14. Submit Assurance by clicking **Submit Assurance** button in the assurance record.

Note: The assurance should be submitted by the School District Superintendent or Business Administrator, or by the Charter School Director or Principal.

HOME | Opportunities | Applications | Grants | Monitoring

Assurance
ASR-015

LEA Id: 130 | Status: Created | FiscalYear: SFY-2021

Progress: Created (checked) | Submitted to Grantor | Approved

Overview | **Form**

Submit Assurance

When Assurances are sent back for correction

15. Assurance corrections will be sent back to the Key POC only. If necessary, Key POC will need to coordinate completion with appropriate individual.

NOTE: When Assurances are sent back for correction, reviewer comments will be found on the **Overview** tab under **Approval Comments**.

The screenshot shows the Assurance form for ASR-014. The top navigation bar includes HOME, Opportunities, Applications, Grants, and Monitoring. The Assurance details are: LEA Id 260, Status Created, and Fiscal Year SFY-2021. A progress bar shows the status: Created (green checkmark), Submitted to Grantor (grey circle), and Approved (grey circle). The Overview tab is selected, showing Grantee Information (Organization Name: Sevier School District, Organization Type: School Districts, Point of Contact: Chad Lloyd) and Approval Comments (testing). A red box highlights the Overview tab and the Approval Comments section.

Locating Assurances in Utah Grants

16. Assurances documentation is saved in the Organization Profile.

Subrecipient users navigates to **HOME** tab > click **Manage Organization Profile** (link on left side bar) > **Assurances** tab > click the **Green Eye** for the specific Fiscal Year Assurance form.

Follow steps 2-13 to access, edit, save and/or submit the Assurances.

The screenshot shows the Enterprise Grants Management System interface. The top navigation bar includes HOME, Opportunities, Applications, Grants, and Monitoring. The left sidebar has a search bar and a list of tasks, with 'Manage Organization Profile' highlighted. The main content area shows the Organization Profile for Alpine School District (ID: 010, Status: Active, Registered Date: 05/11/2018 11:32 AM, Parent Organization: USBE). The Assurances tab is selected, showing a table of assurances. The table has columns: Assurance Name, Fiscal Year, Submitted By, Reviewed By, Status, and Actions. A row is shown for Assurance Name 'a5nr0000001AUjG', Fiscal Year 'SFY-2020', and Status 'Created'. A red arrow points to a green eye icon in the Actions column, indicating the assurance to be viewed.

Who is the Key Point of Contact (Key POC)

17. The Key Point of Contact (Key POC) is identified on the Assurance record on the Assurances Overview tab.

Assurance
a5nr000001AUuG

LEA Id: 010 | Status: Created | FiscalYear: SFY-2020

Created | Submitted to Grantor | Approved

Overview Form

Grantee Information

Organization Name: Alpine School District | Organization Type: School Districts | **Point of Contact: Robert Smith**

18. Users can also identify the Key POC by navigating to HOME tab > click Manage Organization Profile (link on left side bar) > Overview Page > Contacts.

Enterprise Grants Management System

HOME Opportunities Applications Grants Monitoring

Search... All

Tasks: My Tasks, Pending Tasks, Org wide Pending Tasks, Completed Tasks

Activities: My Organization Profile, **Manage Organization Profile**, View Users

Useful Links

Contacts

Full Name	Role	Email	Business Phone	Status	Is User	Is Key POC / Default Internal Approver	Actions
Robert Smith	Approver	robert.smith@alpine.k12.ut.us	(801) 788-8888	Active	✓	✓	👁️
Debra Barber	Creator	debra.barber@alpine.k12.ut.us	(801) 788-8888	Active	✓		👁️
Veronica Davis	Creator	veronica.davis@alpine.k12.ut.us	(801) 788-8888	Active	✓		👁️
Heather Johnson	Approver	heather.johnson@alpine.k12.ut.us	(801) 788-8888	Active	✓		👁️
Robert Smith	Creator	robert.smith@alpine.k12.ut.us	(801) 788-8888	Active	✓		👁️
Alan Johnson	Creator	alan.johnson@alpine.k12.ut.us		Inactive			👁️
Debra Barber	Approver	debra.barber@alpine.k12.ut.us	(801) 788-8888	Active	✓	✓	👁️