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.
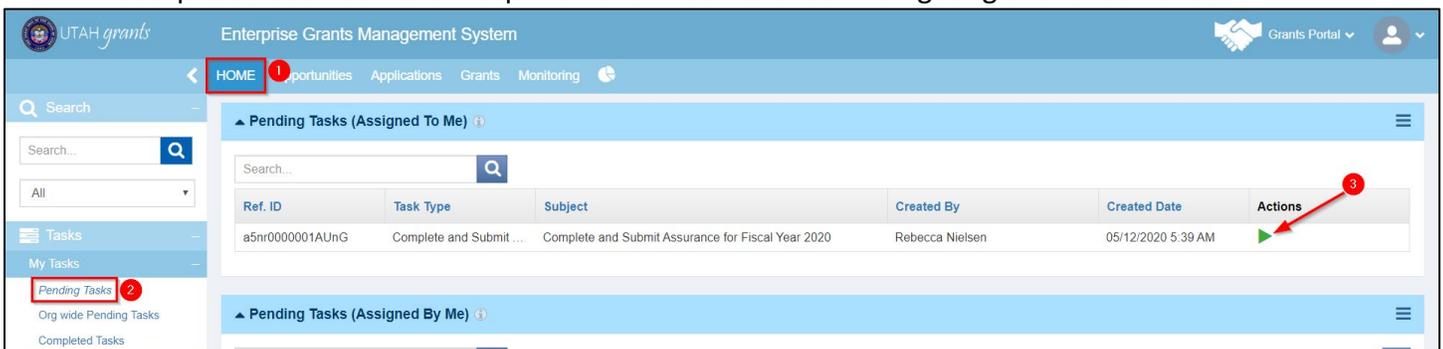
ACCESSING ASSURANCE RECORD (All Users):

2. 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.

3. 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.

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.

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.

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

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

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

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

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.

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.

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

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

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.

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.

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.

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

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.