

Assurances



LEA Assurances will be completed in Utah Grants



Assurance tasks will be available **June 1, 2024**



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



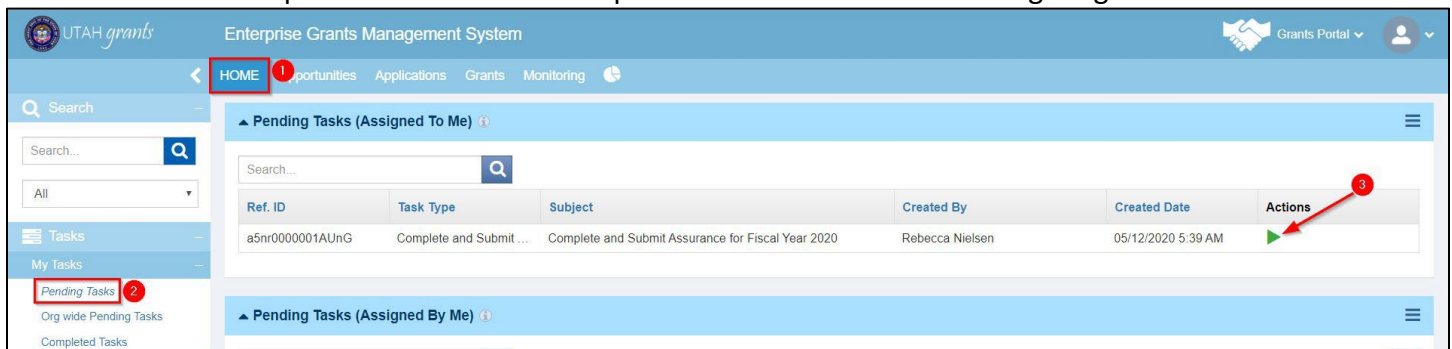
Assurances are due to USBE by **July 1, 2024**

- 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 the HOME tab > Pending Tasks (link on the left sidebar) > click the **Green Play** button. Note: please see instruction step #15 to for instructions on navigating to the assurance form.



Enterprise Grants Management System

Grants Portal

HOME Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Org wide Pending Tasks

Completed Tasks

Pending Tasks (Assigned To Me)

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	

Pending Tasks (Assigned By Me)

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 Tasks', 'Activities', and 'My Organization/Profile' (highlighted with a red box and number 2), with a sub-link 'Manage Organization Profile' (highlighted with a red box and number 2). The main content area displays the 'Alpine School District' profile with fields for ID (010), Status (Active), Registered Date (05/11/2018 11:32 AM), and Parent Organization (USBE). Below this, the 'Assurances' tab (highlighted with a red box and number 3) is selected, showing a table of assurance records. The table has columns: Assurance Name, Fiscal Year, Submitted By, Reviewed By, Status, and Actions. A record for 'a5nr0000001AUnG' with Fiscal Year 'SFY-2020' and Status 'Created' is shown. The 'Actions' column for this record contains a green eye icon (highlighted with a red box and number 4).

- 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' page for 'a5nr0000001AUnG'. The top navigation bar includes 'Submit Assurance' (highlighted with a red box and number 1). The main content area displays the 'Assurance Form' with fields for LEA Id (010), Status (Created), and Fiscal Year (SFY-2020). Below these fields is a progress bar with three stages: 'Created' (checked), 'Submitted to Grantor', and 'Approved'. The 'Form' tab (highlighted with a red box and number 2) is selected, showing a table of form records. The table has columns: Form Name, Actions, and Attachments. A record for 'Assurance Form 2020' is shown. The 'Actions' column for this record contains a green eye icon (highlighted with a red box and number 3) and a blue pen icon (highlighted with a red box and number 4). The 'Attachments' section below the table shows 'No Records Found'.

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.

The screenshot shows the 'DECLARATION' section of a form. It contains a paragraph stating that the parties referred to are all Federal agencies, including but not limited to the United States Department of Education, with a link to 'view more'. Below this, there are two input fields: 'District Superintendent or Charter School Director' and 'Date Submitted'. The first field contains the text 'District Superintendent or Charter School Director' and the second field contains '05/14/2020'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

The screenshot shows the top of the 'Assurance Form 2020'. The navigation bar includes 'HOME', 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. Below the navigation bar, there are 'Edit', 'Back', and 'Validate' buttons. The 'Validate' button is highlighted with a red border.

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.

The screenshot shows the top of the 'Assurance Form 2021'. A red message box is displayed at the top, containing the following text: 'Please complete below mentioned questions: Note: Comments are mandatory for questions with comments. 01) School Emergency Response Plan 08) Procurement 18) Education Association Leave'. Below the message box, there are 'Edit', 'Back', and 'Validate' buttons.

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.

The screenshot shows the top of the 'Assurance Form 2020'. A blue message box is displayed at the top, containing the text 'Validation Completed Successfully'. Below the message box, there are 'Edit', 'Back', and 'Validate' buttons. The 'Back' button is highlighted with a red border. Below the buttons, the text 'LEA COMPLIANCE AND ASSURANCE CHECKLIST For 2019 - 2020 School Year' is visible, followed by a paragraph of text and a 'view less' link.

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

The screenshot shows the Assurance Form interface for record **a5nr0000001AUng**. At the top, there's a progress bar with three stages: **Created** (completed), **Submitted to Grantor** (in progress), and **Approved** (pending). Below the progress bar, there are tabs for **Overview** and **Form** (the latter is highlighted with a red box and a red '1'). The **Form** section contains a table with one row: **Assurance Form 2020**, with an **Actions** column containing an eye icon and a pencil icon. Below this is the **Attachments** section, which is currently empty, showing a table with columns: **Name**, **Type**, **Description**, **Date Attached**, **Attached By**, and **Actions**. A red box with a '2' and an **Add** button is located at the top right of the Attachments section. A note at the bottom of the Attachments section states "No Records Found".

13. Add Attachments window

- Select Type:
 - Corrective Action Plan
 - Policy/Procedure
 - Other
- File: click the Choose File button
- Description: add a description
- Save
- Click the 'X' in the top right corner to close window

The screenshot shows the **Add Attachments** window. It has a title bar with a close button (X). Below the title bar, there's a section for **Upload file from Computer**. This section contains three fields: **Type** (a dropdown menu with "Corrective Action Plan" selected), **File** (a "Choose File" button with "No file chosen" text next to it), and **Description** (a text input field). At the bottom left of the window is a **Save** button. A red box highlights the **Choose File** button.

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.

The screenshot shows the Assurance Form interface for record **ASR-015**. At the top, there's a progress bar with three stages: **Created** (completed), **Submitted to Grantor** (in progress), and **Approved** (pending). Below the progress bar, there are tabs for **Overview** and **Form**. The **Form** section contains a table with one row: **Assurance Form 2020**, with an **Actions** column containing an eye icon and a pencil icon. At the top right of the **Form** section, there is a **Submit Assurance** button, which is highlighted with a red box.

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 form header displays the Assurance ID (ASR-014), LEA Id (260), Status (Created), and Fiscal Year (SFY-2021). A progress bar indicates the status: Created (green checkmark), Submitted to Grantor (grey circle), and Approved (grey circle). Below the progress bar, 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 (Approval Comment: testing). The bottom right corner notes that fields marked with an asterisk are required.

Locating Assurances in Utah Grants

16. Assurances documentation is saved in the Organization Profile.

Subrecipient users navigate 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 Utah Grants Enterprise Grants Management System interface. The top navigation bar includes HOME, Opportunities, Applications, Grants, and Monitoring. The left sidebar contains a search bar and a list of tasks and activities. The main content area displays the Organization Profile for Alpine School District, showing ID 010, Status Active, Registered Date 05/11/2018 11:32 AM, and Parent Organization USBE. Below the profile, the Assurances tab is selected, showing a table of assurances. The table has columns for Assurance Name, Fiscal Year, Submitted By, Reviewed By, Status, and Actions. A red arrow points to the Green Eye icon in the Actions column for the assurance with ID a5nr000001AUnG.

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
a5nr0000001AUng

LEA Id
010

Status
Created

FiscalYear
SFY-2020

Submit Assurance

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...

Tasks

My Tasks

Pending Tasks

Org wide Pending Tasks

Completed Tasks

Activities

My Organization/Profile

Manage Organization Profile

View Users

Useful Links

Contacts

Search...

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	435-255-1234	Active	✓		👁
Greg Sanders	Creator	greg.sanders@alpine.k12.ut.us	435-255-1234	Active	✓		👁
Jennifer Blake	Creator	jennifer.blake@alpine.k12.ut.us	435-255-1234	Active	✓		👁
Michael Brown	Approver	michael.brown@alpine.k12.ut.us	435-255-1234	Active	✓		👁
David Morgan	Creator	david.morgan@alpine.k12.ut.us	435-255-1234	Active	✓		👁
Alice Johnson	Creator	alice.johnson@alpine.k12.ut.us	435-255-1234	Inactive			👁
Thomas Wilson	Approver	thomas.wilson@alpine.k12.ut.us	435-255-1234	Active	✓	✓	👁