



## Assurances

### **Common Assurances**

The local board authorized representative (AR), usually the superintendent, must read and agree to all of the Assurance and Certification statements contained on every page under the Certifications and Assurances tab within the NCLB section of the application. As described below the AR must verify each page has been read and agreed to and then perform a final agreement step on the Assurance Agreement page which is equivalent to the signature in the prior paper application process.

### **Program Specific Assurance**

With Project AWARE, you will have to read and certify that you understood and will comply with the list of program assurances. Starting at the top of the page, these assurances will include the Project Narrative, the SEA Budget Development Workbook, and the Notice of Award. Next certify that you understand and will follow HIPAA and FERPA laws governing information sharing. Additionally, certify that you understand and will comply with providing all fiscal, program, and evaluation data to the OPI or designee to meet federal reporting timeline.

Continuing down the page, you will have to agree to use grant funds to carry out the activities in the approved local implementation plan. Remember changes to the activities require prior approval. Next upload your OPI-approved local implementation plan to E-Grant. Valid documents for upload include Microsoft.doc, Microsoft.docx and pdf files.

Final program assurances, will be to agree to the terms laid out in the order of events for the annual budgeting process, annual timelines and reporting requirements, and the LEA fiscal guidance.

*To agree to the assurances once you have read and fully understood all of the content on the page:*

1. Use the mouse to move the cursor over the check box and push the left mouse button.
2. Go to the bottom of the page and press the LEA Agrees button. Remember you will have to upload your approved implementation plan before you press the LEA Agrees button.

### **Final Assurances Page**

The boxes on the Final Assurances page are automatically filled as each of the separate Assurances are read and completed. Once all of the check boxes have been completed and saved an "Organization Agrees" button will appear at the bottom of this page. The button stays hidden until all check boxes have been completed. Click this button to complete the Assurance agreement.

Only an authorized representative or a person with board-certified delegated authority for the superintendent can complete the Assurance pages. The assurances must be completed prior to submitting the application. It is important to note that the UserID that performs this action is recorded in the E-grants database at the Office of Public Instruction (OPI) and serves as the signature of the person who has been assigned that UserID. The E-grants security procedures ensure that only users who have been granted this level of authority by signature of the superintendent will be able to perform this function.