



Assurances

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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 Assurances

Some programs have specific assurances that are not applicable to all applications submitted within the E-grants System. In this case an Assurance tab will appear when you enter the Program Specific section of the program, e.g., Title I, Title IIA, IDEA, etc.

Select the Assurances tab to display the general and specific program assurances.

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 [Save Page](#) button.

Assurance Agreement Page

The boxes on the Assurance Agreement 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.

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