



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 Assurances, Common and Program tab. As described below, the AR must verify each page has been read and agreed to and then perform a final agreement step, which is equivalent to the authorized representative's signature.

Only an Authorized Representative can complete the Assurance pages. The "LEA Agrees" buttons will not display for a user who does not have the Authorized Representative role in E-Grants.

One of the most common mistakes made in completing applications is the failure to agree to the program assurances and final assurances. If they have not been agreed to, the "Submit to OPI" button will not display on the Submit page preventing the submission of the application.

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

1. Click on the check box at the top of the page.
2. Go to the bottom of the page and press the "Save Page" or "LEA Agrees" button.

Common Assurances

The common assurances carry over from application to application. If the common assurances have been agreed to in one application, for example the ESEA Consolidated application, the common assurances will be already be agreed to in the other federal program applications.

Note: the program assurances are application-specific and do not carry over between applications.

Program Specific Assurances

All applications have program-specific assurances. These must be agreed to in all E-Grants applications. In the ESEA Consolidated application, applicants must agree to the program assurances for each program for which they receive an allocation. If the applicant does not receive an allocation for Title V-B, for example, the Title V-B assurances are not required.

Final Assurance Agreement Page

The boxes on the Assurance Agreement page are automatically filled as each of the separate Assurances are completed. Once all of the check boxes have been completed and saved, an "LEA Agrees" button will appear at the bottom of this page. If there is no check in a checkbox, return to the appropriate assurances page and complete it. Then go back to the Final Assurances page to complete the final assurances.