

May 29, 2018

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required Data Collection: General Application of Assurances (GAA), Updated for ESSA

All applicants for federal grants administered by TEA are required to complete and submit the new General Application of Assurances (GAA), updated to reflect statutory changes under the Every Student Succeeds Act (ESSA). **Before TEA can issue a Notice of Grant Award (NOGA), the grant applicant must submit a completed GAA.** Failure to respond to this request may result in a referral to the agency's risk assessment for federal monitoring, which increases your likelihood of being selected for in-depth grant monitoring.

TEA has updated the GAA to reflect the following requirements:

Any applicant, other than a state educational agency that submits a plan or application under this chapter, shall have on file with the state educational agency a single set of assurances, applicable to each program for which a plan or application is submitted. (United States Code Annotated, Title 20, Chapter 70, Subchapter IX, Part C, Section 7846, and Public Law 114-95, ESSA, Title VIII, Part C, Section 8306)

Completing the GAA

The GAA is available for download and submission in the secure GFFC Reports and Data Collections application, accessible through [TEAL](#).

To download the GAA form for completion, follow these steps:

1. Log in to [TEAL](#).
2. Select "GFFC Reports and Data Collections."
3. Select "Download Response Templates."
4. Select "General Application of Assurances" from the template list.
5. Open the form and save to your computer.
6. Type the required input into each field.

Signing and Certifying the GAA

The signature field of the GAA will accept an Adobe Digital ID. You may also print the completed form, sign by hand, and scan the signed form for upload.

Submitting the GAA

Once you complete the GAA, follow these steps to submit the form to TEA:

1. Log in to [TEAL](#).
2. Select "GFFC Reports and Data Collections."
3. Select "Upload Response Documents."
4. Select the "General Application of Assurances" from the Response Template Title drop-down menu.
5. Select school year "2018-2019" from the drop-down list.
6. Select "Response Document" from the Response Doc Type drop-down list.
7. Browse for and select the document to be uploaded.
8. Select "Upload Document."

For Further Information

Email any questions about the GAA to TEAExpenditures@tea.texas.gov.

Sincerely,

Yolanda Cantu, Senior Director

Grants Administration Division