# 2024-25 AEFLA Fiscal Assurances

## (Insert Fiscal Agent Name)

### AEI and the Grants Fiscal Management Unit at CDE recommend grantees familiarize themselves with the following resources:

* [Uniform Grant Guidance](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1) (2 CFR Part 200)
* [US Department of Education’s Cost Allocation Guide for State and Local Governments, Section VI](https://www2.ed.gov/about/offices/list/ocfo/fipao/costallocationguide92019.pdf)
* [Suspension and debarment list](https://sam.gov/content/home)
* [CDE Policies and Procedures Guidance](http://www.cde.state.co.us/cdefisgrant/cderefcrepro)
	+ Note: While this document refers to CBO/NPs, the same requirements apply to any recipient of federal grant funds.

### The grantee agrees to the following fiscal assurances:

**General**

* Maintain a policy regarding fraud, waste, abuse or duplication of benefits which includes a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal award (2 CFR §200.113).
* Maintain a written conflict of interest policy which includes a method of disclosure to the federal awarding awardee or pass-through entity (e.g., CDE is the pass-through entity for funds received from US DOE) of any potential conflicts of interest (2 CFR §200.112).
* Take reasonable measures to safeguard all protected personally identifiable information and/or any other information designated sensitive by the Federal awarding awardee, pass-through entity, or the awardee itself (2 CFR §200.303E).
* Notify CDE of other federal grants and/or subawards and amounts that awardee personnel are currently managing or have managed within the last three years. Including awards received outside of CDE.
* Notify CDE of any findings or comments from any federal audit or state monitoring.
* Notify CDE of any changes in systems or key personnel from the following areas: accounting, procurement, HR.

**Time and Effort (2 CFR §200.430, 431 and ED Cost Allocation Guide)**

* Maintain written time and effort procedures (i.e., a detailed description of the steps and controls that specifically states who, what, when and how an activity is performed).
* Maintain records that accurately reflect the work performed for all salary and wages charged to the federal award which meet the minimum criteria outlined at 2 CFR 200.430(i) and which:
	+ Are supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
	+ Are incorporated into the official records for the grantee.
	+ Reasonably reflect the total activity (not exceeding 100%) for which the employee is compensated by the grantee.
	+ Include all time, both federal and nonfederal, for which the employee is compensated.
	+ Comply with the established accounting policies and procedures indicated above.
	+ Support distribution across specific cost objectives or activities as needed.
	+ Are adjusted as needed to reflect actual activity rather than only budget estimates.

**Procurement (2 CFR §200.318, 319, and 320)**

* Maintain written procurement procedures (i.e., a detailed description of the steps and controls that specifically states who, what, when and how an activity is performed) which include:
	+ A documented review of the suspension and debarment list at [Sam.gov](https://sam.gov/content/home) for applicable vendors (any contracts $25K or greater and/or purchases of telecommunications and video surveillance services or equipment of any amount).
	+ A requirement that construction related contracts follow applicable rules such as Davis-Bacon requirements, real property reporting requirements, etc. See the [Construction Guidance](https://www.cde.state.co.us/esserconstructionguidance) summary posted on the [Resources and Technical Assistance](http://www.cde.state.co.us/fedprograms/resourcesandtechnicalassistance) portion of CDE’s website for a more detailed discussion of construction.
	+ Tagging and tracking of noncapital/walkable items (e.g., check in/out list). This is not specifically required by federal guidance but is strongly recommended to help bolster the control environment.
	+ Supporting documentation as part of its procurement policies and procedures. This support may vary depending on the awardee but typically may include items such as (not intended to be an exhaustive list):
		- Evidence purchase method follows awardee approval thresholds (e.g., dollar amounts, Board approval requirements, purchasing card vs purchase order, etc.).
		- Segregation of duties (e.g., purchase approval by someone other than the requestor).
		- Documentation includes specific approvals required by the awardee (e.g., reviews performed by IT, HR, Grants, Capital, Construction, etc.).
		- Invoice, receipt, etc.
		- Evidence item or service received by CBO/NP.
		- Proof of payment.
		- Supporting information that the purchase is in support of the award and how.

**Capital Property and Equipment (2 CFR §200.313, 2 CFR §200.439(b))**

* Maintain written policies (e.g., Board approved policy) and procedures (i.e., a detailed description of the steps and controls that specifically states who, what, when and how an activity is performed) regarding the management/tracking of capital equipment which include (not intended to be an exhaustive list):
	+ The definition of capital equipment.
		- Note: The federal guidance defines equipment as tangible personal property having a useful life greater than one year and a per unit acquisition cost at or exceeding the capitalization threshold for the entity or $5K, whichever is less.
	+ The process performed when capital equipment is received (i.e., what type of capital equipment is tagged, what position/office performs the tagging, etc.).
	+ The process to adjust the inventory records in the event the property is disposed of (i.e., sold, lost, stolen, decommissioned, cannot be repaired, etc.).
* Maintain property records which include, at a minimum:
	+ Description and serial number or other identification number.
	+ Source of funding for the property, including grant code or the Federal Fain from the Grant Award Letter.
	+ Title owner/holder.
	+ Acquisition date.
	+ Acquisition cost.
	+ Percentage of cost related to federal participation for the program under which the property was acquired.
	+ Location, use and condition of property.
	+ Any ultimate disposition data including the date of disposal and sale price of the property, federal release of title/approval to dispose.
* Perform a physical inventory and reconcile the results with the property records at least once every two years. (2CFR200.313)

**Construction (34 CFR §75.600-75.617)**

* Document if/when the grantee uses federal funding for new construction projects. This excludes minor remodeling projects as defined in 34 CFR §77.1 and maintenance projects as defined in 2 CFR §200.452.
* Follow all applicable rules for new construction projects including but not limited to:
	+ Obtaining prior written approval
	+ Davis-Bacon compliance, including contract clauses
	+ Build America, Buy America Act compliance
	+ Annual real property reporting
		- Note: For additional information regarding the above construction items, reference the [Construction Guidance](https://www.cde.state.co.us/esserconstructionguidance) summary posted on the [Resources and Technical Assistance](http://www.cde.state.co.us/fedprograms/resourcesandtechnicalassistance) portion of CDE’s website.

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| Name of Authorized Representative |  | Signature & Date |
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| Name of Primary Contact |  | Signature & Date |

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| Name of Fiscal Contact |  | Signature & Date |