FY2018 Integrated English Literacy and Civics Education

STATEMENT OF ASSURANCES for FUND CODE

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(The Organization Name must match the Applicant Name on Line A on the Standard Contract Form and Application for Program Grants, Program Unit Signature - Part I of Required Forms.)*

1. The grant recipient hereby assures the Massachusetts Department of Elementary and Secondary Education (The Department, or ESE) that the grant recipient will administer the program covered in the application in accordance with the provisions and conditions of all applicable federal and state statutes, regulations, program plans, and applications.
2. State funds received under this grant shall be allocated only to a sub-recipient organization that is identified in the original grantee application submitted to and approved by the Department of Elementary and Secondary Education’s (ESE) Request for Proposals for an Integrated English Literacy and Civics Education (IELCE) grant.
3. The grant recipient shall submit a copy of the sub-grant or subcontract that includes each sub-recipient to the ESE prior to receiving funds under this grant.
4. The grant recipient will include a budget breakdown for each subcontract or sub-grant that is selected as a sub-grant recipient for an IELCE grant (if applicable).
5. The grant recipient will not revise, change, amend, or supplement the criteria established in the ESE’s Request for Proposals for IELCE Multi-Year Competitive Grants upon which the sub-grants were made without the prior written approval of the ESE.
6. The grant recipient will not require of its sub-recipients additional reporting protocols or require any additional data other than those identified by the ESE without the prior written approval of the ESE.
7. Where the grant recipient assigns grant funds to one or more subcontractors:
   1. the grant recipient assumes responsibility for effective management of the entire grant, including any funds committed to subcontractors to purchase student services; and,
   2. the grant recipient will monitor contractual services and ensure that all grant funds are fully expended as articulated in a signed Memorandum of Agreement and in a timely manner.
8. The grant recipient may not exceed 20% of the direct cost of grant for administrative costs.
9. The grant recipient will review program data in SMARTT and COGNOS.
10. The grant recipient promotes linkages in the workforce area with the IELCE provider and the economic development, employment, and training initiatives in the region.
11. The grant recipient will notify ESE as soon as possible if funds may be unspent, including funds assigned to subcontractors, and will amend the grant down so that the funds can be reallocated as may be needed to other programs. Programs that return funds above 1% of the grant amount more than once within a funding cycle may trigger a fiscal audit. Programs that inform ACLS in a timely manner regarding funds that need to be returned and submit an amendment will be held harmless. Programs that repeatedly return funds (including under 1%) may get their subsequent award reduced by that amount and may not be eligible for any increases offered during the year.
12. The grant recipient will notify ESE as soon as possible if funds may be unspent; including funds assigned to subcontractors, and will amend the grant down so that the funds can be reallocated to other programs.
13. The grant recipient will report and return to the state any and all funds unexpended by the close of the grant period, whether or not it recovers unexpended contracted funds from subcontractors.
14. Adults enrolled in the IELCE program shall not be charged tuition, non-refundable fees or any other charges, nor shall they be required to purchase books or any other materials that are needed for participation in the program

**FOR ALL APPLICANTS FOR STATE AND FEDERAL FUNDS**

To the best of our knowledge and belief, the application made herein is in accordance with the terms of the Massachusetts State Plan of Title II: The Workforce Investment Act of P.L. 105-220. Compliance with all the preceding assurances and statements; Commonwealth Terms and Conditions and further agreement that funds will be used as stipulated in the Application and that supporting documents for expenditures shall be made available for audit. We do hereby certify all of the above:

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| **Typed Name** | **Signature of Executive Director** | **Date** |