

Name of Grant Program: Program and Staff Development Regional
Support Centers for Adult Basic Education
Programs and Providers

Fund Code: 667/343

Organization Name _____

The grant recipient hereby assures the Massachusetts Department of Education that the grant recipient shall 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. The grant recipient specifically assures the Department that:

FOR ALL RECIPIENTS OF ALL STATE AND FEDERAL FUNDS

1. Where a private non-profit organization is the grant recipient:
 - a. a governing board shall ensure proper and adequate review and approval of the program's expenditure of funds;
 - b. no Board member, staff member, or other person affiliated with the grant recipient organization will sign any checks or authorize any payments to her/himself without written authorization of another officer of the Board with authority to do so;
 - c. if the grant recipient allows paid staff to sign checks or to authorize certain payments without the co-signature of the Treasurer or other designated governing Board member, the grant recipient will provide the Department of Education with a letter stipulating the terms and limits of such check writing or payment authorizing authority and will assure the Department that all disbursements shall be made consistent with the terms and conditions contained in the letter; and
 - d. an annual audit shall be conducted and provided to the Department, with expenditures related to the Department's ABE grant award clearly identified in its own, separate fund.
2. The grant recipient will not use the award funds to pay for expenses that have been paid for by any other state or federal award.
3. The grant recipient has adopted and will use effective procedures for acquiring and disseminating significant information pertaining to educational research, demonstrations, and similar projects, and for promoting promising educational practices developed through such projects.
4. The grant recipient commits to notify the Department should it find any new performance criteria and/or standards implemented after the inception of the grant performance period to be unacceptable or contradictory to its organizational goals. In such a case, the grant recipient, upon written notification to the Department, may choose to terminate its commitment to provide the services outlined in its application or in its application as amended by the Department and to relinquish the remainder of its award. In such a case, any unexpended funds, inappropriately expended funds and/or funds still on hand, and all usable equipment shall be returned to the Department within ninety (90) days of the termination of these services.
5. The grant recipient assures the Department that it will send the appropriate representatives to semi-monthly state leadership meetings, joint Department-Professional Development System meetings, and all required meetings and trainings held by the Department/ACLS.
6. The grant recipient assures the Department that it will participate fully in all state evaluation activities, including a statewide data collection system and related meetings.

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7. Fiscal, statistical, and narrative reports will be submitted by the deadline established by the Department unless the grant recipient acquires a prior written waiver. Failure to submit/transmit timely and accurate reports will result in a suspension of further payments until accurate and complete reports are received by the Department. These programmatic and fiscal data collection and reporting systems are official records and as such, any submission of data/information that can reasonably be determined to be known by the grant recipient or that should have been known by the grant recipient to be false, constitutes grounds for immediate termination of the grant and the return of all grant funds related to the falsified data/information.
8. Program and Staff Development Regional Support Center grantees shall receive state-of-the-art videoconferencing hardware from the Department to enable the provision of staff development through distance learning. The grant recipient assures the Department that it shall provide adequate ISDN or IP connectivity to enable videoconferencing (minimum 384 KB, 768KB is preferable if connection is IP) and a secure location to house the equipment. The grant recipient further assures the Department that it shall make use of the equipment to reduce travel requirements for some portion of professional development activities and meetings.
9. The program's matching share of program costs shall be the provision of quality, fully accessible space for program operations, connectivity adequate to enable videoconferencing, and other in-kind institutional support such as administrative and technology support. No other match is required of a Program and Staff Development Regional Support Center grant recipient.
10. *Maintenance of Effort:* In each subsequent year of this multi-year grant award period, the program is required to maintain an auditable matching share of institutional support, including space that is no less than equal in size, quality, and value to that provided in its first year.
11. Separate and auditable records must be maintained for each project for which the grant recipient receives funds. Payrolls must be supported by time and attendance records. Salaries and wages of employees chargeable to more than one grant program must be supported by time distribution records.
12. The grant recipient is advised that the Department retains an unrestricted and irrevocable right to publish and distribute any materials developed under this grant.
13. The grant recipient commits to identifying the Department in any official correspondence as the entity supporting the delivery of services at the program.

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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. We agree to comply with all of the preceding assurances and statements and Commonwealth Terms and Conditions. We further agree 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:

Typed Name	Signature of Chief Administrative Officer	Date
Typed Name	Signature of Chief Financial Officer	Date
Typed Name	Signature of Program and Staff Development Regional Support Center Director	Date