

**FY2010
Statement of Assurances**

Organization Name _____

The grantee hereby assures the Massachusetts Department of Elementary and Secondary Education that the grantee 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 grantee specifically assures the Department that for all recipients of Pathways to Family Success funds:

1. Where a private non-profit organization is the grantee,
 - 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 grantee 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 grantee 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 grantee 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.
2. The grantee will not use the award funds to pay for expenses paid for by any other state or federal award or not authorized by the Department in the approved budget.
3. The grantee 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 case, the grantee, 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 case, any unexpended funds, inappropriately expended funds, and/or funds still on hand shall be returned to the Department within ninety (90) days of the termination of these services.
4. The grantee will notify and receive approval from the Department prior to implementing any major changes related to the work plan and in-depth project. This includes reviewing proposed budget amendments with the MFLC Coordinator or assigned ACLS program specialist prior to submission.
5. The grantee agrees on behalf of the applicant community that the Pathways coordinator and other community stakeholders will meet requirements with regard to project evaluation, conference attendance, and meeting participation as deemed necessary including the participation of key members of the applicant community in planning meetings with the Department and/or the MFLC subsequent to funding approval.
6. The Department encourages strongly data entry weekly in the SMARTT system, but requires that it be brought up to date at a minimum each month. Fiscal reports will be submitted by the deadline established by the Department unless the grantee acquires a prior written waiver. Failure to submit/transmit timely and accurate reports or data entry on a monthly basis will result in a suspension of further payments until accurate and complete reports are received by the Department and all required data is entered. These programmatic and fiscal data collection and reporting systems are official records and as such, submission of data/information that can reasonably be determined to be known by the grantee or that should have been known by the grantee to be false, is grounds for immediate termination of the grant and the return of all grant funds related to the falsified data/information.

Name of Grant Program: Pathways to Family Success

Fund Codes: 661, 671,674, 675

7. The grantee agrees on behalf of the applicant community to commit local resources in both years of this two-year grant award as specified in the grant application.
8. Separate and auditable records must be maintained for each project for which the grantee 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.
9. The grantee is advised that the Department retains an unrestricted and irrevocable right to publish and distribute any materials developed under this grant.
10. The grantee commits to identifying the Department and private co-investors in any official correspondence as the entity supporting the delivery of services related to Pathways to Family Success.
11. The grantee agrees to ensure equal opportunity for access and participation for staff and program participants to overcome barriers such as race, color, national origin, disability, gender, sexual orientation, and age.

SIGNATURE

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant:	
Typed Name and Title of Authorized Representative:	
Signature:	
Date:	