

**FY2009 ADULT BASIC EDUCATION INSTRUCTIONAL GRANTS
STATEMENT OF ASSURANCES FOR FUND CODE: 668**

Organization Name: _____

The grant recipient hereby assures the Massachusetts Department of Elementary and Secondary Education (Department) 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. The grant recipient assures the Department that:

FOR ALL RECIPIENTS OF ALL STATE AND FEDERAL FUNDS

1. 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.
2. The grant recipient has adopted and will use effective procedures for acquiring and disseminating to teachers and administrators significant information from SABES pertaining to educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
3. The grant recipient will ensure that staff will participate in any staff development activities and meetings required by the Department (e.g., Annual Directors' Meeting, SMARTT trainings, Transition Program Meetings).
4. The grant recipient will ensure that all staff has the opportunity to participate in paid staff development activities at the rate supported by the grant.
5. The grant recipient will 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 will be returned to the Department within ninety (90) days of the termination of these services.
6. Students enrolled in the ABE Transition to Community College Program will not be charged the full cost of tuition and fees if the grant pays for the instructor of a class. Applicants must explain when students are eligible to use Pell Grants and other forms of financial aid to support their enrollment in the community college. Students should not be required to purchase books or any other materials that are needed for participation in the program.
7. The grant recipient agrees to use no less than 10% of the funds to support collaboration with a minimum of two Department of Elementary and Secondary Education funded Community Adult Learning Centers in their region for providing the required academic skills classes in mathematics and writing.
8. The grant recipient agrees that the program will be offered for a minimum of one college semester with the option for students to participate for more than the one semester in order to complete the requirements of the program.
9. The grant recipient agrees that the community college and the program will work together to integrate both students and staff of the Transition Program into the mainstream of all the community college's activities and functions.
10. The grant recipient agrees to include in its program plan a cohort model that includes a College for Success and Introduction to Technology workshop/seminar/class each semester.
11. The grant recipient agrees that the program will establish an ABE Transition to College Program Advisory Board made up of a minimum of one College Administrator as well as representatives from local ABE programs, a representative of the Transition Program staff, One-Stop Agencies, ACLS Community Planning members, and other(s) as deemed appropriate by the program administrator.
12. Students enrolled in the program must have received a General Educational Development Test credential, an Adult Diploma Programs diploma, or a United States high school credential. Students with an ESOL background must have a high school credential that has been certified by the Center for Education Documentation. All participants must be able to participate in post-secondary level academic classes conducted in English.

13. Fiscal 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 the Department receives accurate and complete reports. 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 is grounds for immediate termination of the grant and the return of all grant funds related to the falsified data/information. The Department encourages data entry weekly in the System for Managing Accountability Through Technology (SMARTT) and **requires** that it be brought up to date at least monthly.
14. The program's matching share of program costs must be a documented and auditable contribution.
15. The program is required to maintain an appropriate and auditable matching share of not less than 20% of the grant award. Commitments made in FY2009 to provide matching funds must be sustained in each subsequent year of this multi-year grant award period.
16. Separate and auditable records will be maintained for each project for which the grant recipient receives funds. Time and attendance records must support payrolls. Time distribution records must support salaries and wages of employees chargeable to more than one grant program.
17. The grant recipient will adhere to future ACLS policies and guidelines regarding use of the Massachusetts ABE/ESOL Curriculum Frameworks and required assessments.
18. Adults enrolled in ABE Transitions to Community College Grant programs will be asked in a neutral manner to provide their Social Security number and to sign a release of information form for the purpose of follow up.
19. The grant recipient is advised that the Department retains an unrestricted and irrevocable right to publish and distribute any materials developed under this grant.
20. The grant recipient will submit a Letter of Commitment to the Department each fiscal year stating that the program will be physically accessible, non-discriminatory in its policies, and will adhere to the mandates required by the Americans with Disabilities Act.
21. The grant recipient will identify the Department in any official correspondence as the entity supporting the delivery of services at the program.

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 will be made available for audit.

We hereby certify all of the above:

Typed Name	Signature of Chief Administrative Officer (President of College)	Date
Typed Name	Signature of Chairperson of Board of Trustees or Other Governing Body	Date