FY2018 Adult Career Pathways

STATEMENT OF ASSURANCES for FUND CODE 541

**Workforce 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 submitted an application in response to the Department of Elementary and Secondary Education’s (ESE) Request for Proposals for an Adult Career Pathways 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 Adult Career Pathway grant.
5. The grant recipient will not revise, change, amend, or supplement the criteria established in the ESE’s Request for Proposals for Adult Career Pathways 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. The grant recipient may use an amount of up to 10% of the direct cost of grant for administrative costs.
8. The grant recipient will participate in site visits to Adult Career Pathways programs as well as in formal monitoring visits.
9. The grant recipient will convene, on no less than a quarterly basis, the region’s Adult Career Pathways Working Group. The Adult Career Pathways Working Group consists of all the region’s ABE Adult Career Pathways providers, career centers, and other workforce partners. The purpose of the Adult Career Pathways Working Group is to monitor enrollment, program development and performance, and career development for graduates.
10. The grant recipient will review program performance in SMARTT and COGNOS.
11. The grant recipient is encouraged to attend the Annual ABE Directors’ Meeting.
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 ABE Adult Career Pathways Grant 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.
15. The grant recipient commits to planning ACLS policies mandated by the Workforce Innovation and Opportunity Act (WIOA).

**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 WIOA Combined State Plan. We agree to comply with all 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.

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