

Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the CO Comprehensive Literacy State Development Grant, and the receipt of program funds.

On _____ (date) _____, 2023, the Board of _____ (district/BOCES/CSI) hereby agrees to the following assurances:

- 1) Grantee will ensure all funds are expended in accordance with allowable expenditures and ensure that a minimum of 95% of the budget is allocated for program implementation using the 15/40/40/5 formula.
- 2) LEP leadership is committed to supporting CLSD schools in implementing evidence- and science-based practices.
- 3) Applicant agrees to work with the Colorado Department of Education (CDE) to embed explicit and systematic instruction rooted in the Science of Reading into all elements of teaching structures across all age and grade bands, including core instruction and targeted and intensive instructional interventions.
- 4) Applicant agrees to participate in professional development that is rooted in evidence- and science-based practice and aligned with the purpose of this grant program.
- 5) Applicant agrees that participating schools/partners will use curricula, including core and targeted intervention materials, and assessments that are evidence- and science based.
- 6) Applicant will cooperate with CDE in the development and submission of progress and financial reports to meet grant requirements. The applicant agrees to follow the schedule and deadlines for submission provided by CDE throughout grant implementation.
- 7) Applicant agrees to provide CDE information required to determine if the grantee is making satisfactory progress toward achieving grant goals. This includes participation in the collection of qualitative data using forms developed and used by CDE during the grant cycle to monitor fidelity of implementation (i.e., surveys, correspondence requests from CDE, progress reports).
- 8) Staff at each participating school is committed to implementing the CLSD Program as described in the CO Comprehensive Literacy State Development (CLSD) – PD Cohort RFA document.
- 9) If a change in LEP and/or school leadership occurs during grant participation, the district and/or new school leadership agrees to notify the CLSD Program Grant Manager and provide a transition plan to demonstrate new and existing leadership's commitment to grant activities for the remainder of the grant.
- 10) If a change in LEP and/or school leadership occurs during grant participation, the incoming leader will agree to a transition plan, demonstrate knowledge of (or a plan to develop knowledge of) and commitment to the science of reading, and demonstrate commitment to the CLSD Grant requirements and purpose.
- 11) The grantee and all participating schools and community partners will not discriminate against anyone on the basis of race, gender, national origin, color, disability, sexual orientation, age, or any other protected class in Colorado.
- 12) Funds will be used to supplement and not supplant any funds currently being used for literacy efforts or professional development and grant dollars will be administered by the appropriate fiscal agent.
- 13) Funded projects will maintain appropriate fiscal and program records and fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
- 14) If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
- 15) The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
- 16) Grantee agrees to abide by their commitments outlined in the [General Education Provision Act \(GEPA\) Statement](#) included in their application.

The Colorado Department of Education may terminate a grant award upon thirty days' notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. To submit changes, contact Anna Friedman, Grants Fiscal (Friedman_A@cde.state.co.us) and Stacey Smith, CLSD Program Grant Manager (Smith_S@cde.state.co.us).

_____ Name of Organization Board President (School Board, BOCES, Charter School)	_____ Signature	_____ Date
_____ Name of Organization Authorized Representative (Superintendent, Charter School Institute, BOCES Executive Director)	_____ Signature	_____ Date
_____ Name of LEP Program Contact	_____ Signature	_____ Date

Note: If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.