# 2024-25 AEFLA General Program

# Assurances

## (Insert Fiscal Agent Name)

### The grantee agrees to the following general AEFLA program assurances:

* 1. The grantee will work with and provide requested data to CDE for the AEFLA grant within the time frames specified.
  2. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
  3. That funds will be used to supplement and not supplant any funds currently being used to provide adult education services and grant dollars will be administered by the appropriate fiscal agent.
  4. That funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
  5. That if any findings of misuse of these funds are discovered, project funds will be returned to CDE.
  6. The grantee will expend funds appropriated to carry out Title II of the Workforce Innovation and Opportunity Act (WIOA) only in a manner consistent with fiscal requirements under section 241(a) of WIOA.
  7. The grantee will not use any funds made available under Title II of WIOA for the purpose of supporting or providing programs, services, or activities for individuals who are not “eligible individuals” within the meaning of section 203(4) of WIOA; unless it is providing programs, services or activities related to family literacy activities, as defined in section 203(9) of WIOA.
  8. The grantee will enter into a local memorandum of understanding with each Local Workforce Development Board in the local area(s) where funded services are provided, relating to the operations of the one-stop system, and will participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding and the requirements of WIOA.
  9. The grantee will use a portion of the awarded funds to maintain the one-stop delivery center, in accordance with the methods agreed upon by the Local Workforce Development Board and described in a memorandum of understanding or the determination of the Governor regarding State one-stop infrastructure funding.
  10. The grantee will ensure that each of the identified AEFLA Program and Assurance Contacts has adequate time and resources to meet the expectations and fulfill the requirements of the contact role in relation to the AEFLA grant.\*
  11. The grantee will provide a description of how funds awarded under AEFLA will be spent according to the instructions outlined in the annual budget template.
  12. The grantee will provide a copy of any executed cooperative arrangements the eligible provider has with any other agencies, institutions, or organizations for the delivery of adult education and family literacy activities.
  13. The grantee will retain sole responsibility for the project even if subcontractors are used to perform certain services.
  14. The grantee will complete and submit an Annual Performance Report by the published due date.
  15. The grantee will complete and submit an Annual Financial Report (part of the annual budget template) by the published due date.
  16. The grantee will comply with all state policies and requirements, including but not limited to, adult basic education authorization; professional learning; learner assessment; accessible design; College and Career Readiness Standards implementation; and participation in statewide initiatives.\*
  17. The grantee will maintain and use the LACES adult education reporting system, and submission of available data will be in accordance with National Reporting System (NRS) guidelines and guidelines set forth by the State.
  18. The grantee will participate in program evaluation, including but not limited to: on-site reviews, data analysis, and desk monitoring in alignment with the Colorado WIOA State Plan.\*
  19. The grantee will place high priority on evidence-based effective practices aimed at meeting or exceeding the annual [WIOA AEFLA performance targets](http://www.cde.state.co.us/cdeadult/grantees/laces-data-dictionary/performance-accountability-targets) for Colorado established by the Colorado Department of Education and the U.S. Department of Education’s Office of Career, Technical, and Adult Education.
  20. The grantee understands and accepts that all AEFLA grant-funded programs are expected to contribute to Colorado’s performance targets (measurable skills gains, etc.) as negotiated with the U.S. Department of Education’s Office of Career, Technical, and Adult Education. Performance toward these targets may affect Colorado’s funding in subsequent years.
  21. *(Applicable only if the grantee receives IELCE funding)* The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be delivered in combination with integrated education and training activities.
  22. *(Applicable only if the grantee receives IELCE funding)* The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be designed to (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

### Termination Policy\*

The Colorado Department of Education has the discretion to terminate a grantee’s award if there has been a failure to comply with the provisions of the award; reasonable progress has not been made; grant requirements have been violated, and/or the purposes for which the funds were awarded have not been or will not be fulfilled. CDE will provide a thirty (30) days written notice to the grantee.

Examples include but are not limited to:

* Provider fails to offer the required services/instruction
* One-stop requirements are not fulfilled; funds are improperly used
* Consortia lead agency fails to follow responsibilities
* Program fails to update weekly input of program data and/or complete Annual Performance Reports and Annual Financial Reports in a timely manner
* Monitoring results indicate programmatic issues or evidence of noncompliance
* Program fails to reach [performance targets](http://www.cde.state.co.us/cdeadult/grantees/laces-data-dictionary/performance-accountability-targets)

Modifications to the approved budget must be requested and approved by CDE before expending funds. Please contact the assigned Adult Education Program Coordinator for any modifications.

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| **Name of Authorized Representative** |  | **Signature & Date** |
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| **Name of Primary Contact** |  | **Signature & Date** |