

## Part II: Program Assurances Form

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The appropriate authorized representatives must sign below to indicate their approval of the contents of the application for the Comprehensive Early Literacy Grant (ELG) Program and the receipt of program funds.

On \_\_\_\_\_ (date), the Board of \_\_\_\_\_ (district) hereby agrees to the following assurances:

1. Grantee will ensure all funds are expended in accordance with allowable expenditures.
2. Applicant agrees to assemble a School Leadership Team (SLT) or demonstrate how an existing SLT will complete the SLT requirements outlined in the Request for Applications (RFA) document. SLT membership must include at a minimum a district administrator, building administrator, kindergarten and/or first grade teacher, second grade and/or third grade teacher, and an interventionist. The SLT agrees to meet regularly to review the school's kindergarten through third grade (K-3) student-level data and data related to the school's implementation of grant requirements. The SLT also agrees to develop and regularly update the school's professional development plan related to K-3 literacy assessment and instruction.
3. District leadership is committed to supporting Comprehensive ELG schools in implementing Scientifically Based Reading Research (SBRR) and all other requirements of the grant.
4. Applicant agrees to work with the Colorado Department of Education (CDE) and the selected ELG Implementation Consultant to embed explicit and systematic instruction of the five components of reading into all elements of the K-3 teaching structures, including core instruction and targeted and intensive instructional interventions, and agrees to grant their ELG Implementation Consultant access to school-level data.
5. Applicant agrees to participate in required professional development provided by CDE and/or the selected ELG Implementation Consultant and will ensure that all other professional development provided through ELG funding is aligned with the purpose of this grant program and/or is on the CDE-approved [Topic-Specific Advisory List of Professional Development list](#).
6. Applicant agrees to work with CDE and the selected ELG Implementation Consultant to incorporate SBRR findings into instructional practice in all K-3 classrooms.
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., consultant reports, Literacy Evaluation Tool).
8. Applicant will cooperate with CDE in the development and submission of certain reports and individual student data to meet statutory and rule requirements. The applicant agrees to report interim assessment data to the online data collection tool associated with their chosen assessment, following the schedule and deadlines for submission provided by CDE throughout grant implementation.
9. Staff at each participating school is committed to implementing the Comprehensive ELG Program as described in the Comprehensive ELG: Cohort 5 RFA document.
10. If a change in school leadership occurs during grant participation, the district and/or new school leadership agrees to [notify CDE ELG staff and provide a transition plan](#) to demonstrate new and existing leadership's commitment to grant activities for the remainder of the grant.
11. If a change in 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 Comprehensive ELG.
12. Involved school(s) 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.
13. The work product in this grant application is the original work of the school/applicant and its agents who worked on the application.
14. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
15. Grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

Funded sites will be expected to cooperate with CDE in the development and submission of certain reports to meet statutory requirements. All grantees must work with and provide requested data to CDE for the Comprehensive ELG Program within specified time frames.

In addition, grantees must maintain appropriate fiscal and program records. Fiscal audits of funds under this program are to be conducted by the recipient providers annually as a part of their regular audit. Auditors should be aware of the federal audit requirements contained in the Single Audit Act of 1984.

IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO CDE. CDE may terminate a grant award upon thirty days' notice if CDE deems 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. The grantee may subcontract for work to be performed but shall retain sole responsibility for the project and shall be the only direct recipient of funds.

The work product in this grant application is the original work of the district/applicant and its agents who worked on the application. If a discovery of plagiarism is made known or brought to the attention of CDE officials during a current grant competition, then at the discretion of CDE, CDE has the right to remove the grant application for funding consideration because of the occurrence of cause.

Project modifications and changes in the approved budget must be requested and approved in writing by the CDE before modifications are made to the expenditures. Complete an [ELG Budget Submission form](#) to request any modifications. (Only begin using the ELG Budget Submission form following receipt of a Grant Award Letter from CDE.)

By signing below, the undersigned agree to all Comprehensive Early Literacy Grant Program assurances listed above.

_____ 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 Program Contact	_____ Signature	_____ Date

**Note:** Funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.