# Appendix D

**Assurances and Signature Page**

Any grants will require compliance with all applicable state and federal rules, regulation, and policies, including but not limited to:

* Funding must be used to establish or operate programs that provide adult education and literacy activities and provide such activities concurrently.
* Activities supported with Federal and State AEL funds are necessary, reasonable and allowable.
* Adult Diploma Program funds support allowable activities per state statute and policy.
* Per AEL policy, grantee will not deny services to eligible students without prior consultation with the Vermont Agency of Education.
* AEL learners will not be charged for services and materials, with the following exception:
	+ Examinees may be charged the fee set by GED Testing Service for each computer-based GED examination.
	+ GED fees collected may not be considered program income.
	+ Federal AEL funds may not be used to pay for GED examinee fees.
* Applicant agrees to operate as a unified, statewide AEL system and that all work under this funding will be in full compliance with the AEL vision, mission and common practice, policies, and procedures defined by State and Federal legislation governing AEL.
* State-imposed requirement: Applicant agrees to fully cooperate with evaluation and monitoring processes conducted by the AOE, which includes audit of services and access to all records, books, papers, or documents related to performance of AEL work under this grant.
* Grantee will sign all required federal and state assurances prior to release of funding.
* Grantee will take necessary steps to ensure compliance with Federal and State non-discrimination laws of grantee materials and websites.
* Per the General Education Provisions Act (GEPA), Section 427 – program ensures equitable access to, and equitable participation in the program for learners, teachers, and other program beneficiaries with special needs.

By submitting a proposal and signing below, applicant certifies that all applicable state and federal rules, regulations and policies will be observed and that, to the best of his/her knowledge, the information contained in this application is correct and complete.

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**Applicant’s Authorizing Signature Date Print Name**

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**Project Coordinator\* Signature Date Print Name**

**\*Project Coordinator is the person taking responsibility for oversight and implementation of the grant activities, i.e., Executive Director.**