



**PROJECT IDENTIFICATION**

Local Educational Agency / Fiscal Agent	Agency Code
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**ASSURANCES**

**Assurance is Hereby Provided That:**

**FISCAL ASSURANCES**

Each Applicant that submits a plan or application under the Carl D. Perkins Act provides the assurances set forth below.

(1) Statutes and Regulations: The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—

(a) Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]

(b) Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]

(c) Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]

(d) The Age Discrimination Act [42 U.S.C. 6101 et seq.]

(2) Allowable Costs: Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR 200 Subpart E—Cost Principles].

(3) Budget Modifications: The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)].

(4) Confidentiality: The Applicant shall comply with provisions regarding confidentiality of student information [WI Statute § 118.125, pupil records].

(5) Conflict of Interest: No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].

(6) Contracts and procurement: The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§200.318-200.326] Procurement Standards.

(7) Cooperation with Evaluation: The Applicant shall cooperate with the performance of any evaluation of the program by the DPI or USDE of by their contractors [2 CFR §200.328(1)].

(8) Copyright, Acknowledgement, and Publications: The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The U.S. Department of Education and the DPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the USDE and DPI acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the DPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement.

(9) Fiscal Control: The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §328(1)].

(10) Indirect Costs: If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the DPI. Indirect costs cannot be charged against capital objects.

(11) Legal and Regulatory Compliance: Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations and the approved application [34 CFR §76.700].

(12) OMB Standard Form 424B: The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

(13) Programmatic Changes: The Applicant will obtain the prior approval of the DPI whenever any of the following actions is anticipated:

(a) Any revision of the scope or objectives of the project;

(b) Changes in key persons where specified in the application or grant award;

(c) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;

(d) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;

(e) Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR §200.308(c)(1,2,3,6,7)].

(14) Record Retention: In accordance with 2 CFR §200.333(b), this is written notification to the subrecipient that DPI requires an extension to the record retention period for grants addressed in the *Wisconsin Records Retention Schedule for School Districts*. For all other grants, the Applicant will ensure records are maintained for a period of at least three years after the end of the project year (2 CFR §200.333). If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

(15) Reporting: The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI. The Applicant will report to DPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) [2 CFR §200.302(b)(2)].

(16) Grant Evaluation: The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates [2 CFR §300.328(b)(1)].

ASSURANCES (cont'd)

(17) Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services auditor [2 CFR §200.501].

(18) Text Messaging and E-Mailing While Driving: The Applicant/ Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving October 1, 2009].

(19) Time and Effort Supporting Documentation: For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430 (i)(1). The subrecipient must retain records that accurately reflect the work

performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

(20) Trafficking in Persons: The grant condition specified in 2 CFR §175.10 includes the following language: "I. Trafficking in persons. 1 You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

PROGRAM SPECIFIC ASSURANCES

Assurance is further provided that:

- (1) The eligible LEA assures that the program funded will be of such size, scope, and quality to be effective in bringing about improvement in the quality of career and technical programs. [CPA V: Sec. 134(c)(2) and Sec. 135(b)]
- (2) A DPI licensed LVEC/CTE coordinator shall be employed by the fiscal agent and shall fully oversee all aspects of the grant, including planning, evaluation, improvement, and project implementation.
- (3) CPA V funds shall be utilized for Career Pathways related activities, course expenditures, and professional development involving a DPI Vocational/CTE licensed teacher. CPA V funds may not be used for non-CTE licensed teachers for salary, fringe, travel, and course expenditures. There are limited situations in which non-CTE teachers may be permitted to access funds for joint professional development opportunities connected to CTE. Prior approval must be given from DPI before Carl Perkins funds can be used for this purpose.
- (4) No funds received under this act may be used to provide CTE programs to students prior to the middle grades (as defined in Section 8101 of ESEA Act of 1965) [Sec. 215]
- (5) Funds received under this Act will not be used (1) to require any secondary school student to choose or pursue a specific program of study or major; and (2) to mandate that any individual participate in a program, including a program that requires the attainment of a federally-funded skill level, standard, or certificate of mastery. [CPA V: Sec. 214]
- (6) Funds expended under any applicable program will not be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or affiliate of such an organization. [CPA V: Sec 122(d)(13)]
- (7) Funds available under this Act will supplement and not supplant, non-federal funds expended to carry out CTE activities. [CPA V: Sec 211(a)]
- (8) Fiscal agents have no authority to allocate CPA V funds through third-party grant or mini-grant to school districts or other entities.
- (9) **Local Required Uses of Funds SEC. 135 (b)** Funds made available to eligible recipients under this part shall be used to support CTE programs that are of sufficient size, scope, and quality to be effective and that—

- (a) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study;
- (b) provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals;
- (c) provide within CTE the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations;
- (d) support integration of academic skills into CTE programs and programs of study to support CTE participants at the secondary school level in meeting the challenging State academic standards adopted under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965 by the State;
- (e) plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113; and
- (f) develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).

The following applies to consortia only:

- (10) The consortia fiscal agent has entered into an agreement which outlines roles and responsibilities of fiscal agent and member districts for the period of the grant including general grant and CPA V assurances and certifications to be honored by the fiscal agent and member districts.
- (11) Consortium members must identify a LEA designee to the consortium. The LEA Designee must be a vocationally certified teacher and a **member** of the CPA V consortium council. Written justification must be provided for each LEA Designee who is not a vocationally certified teacher.

CERTIFICATION/SIGNATURE

I, **THE UNDERSIGNED, CERTIFY** that the information provided is true and correct to the best of my knowledge, information, and belief, and that the required assurances are given. I further agree to comply with federal and state regulations regarding maintenance and audits of records in such a way as a) to avoid commingling of CPA and other funds, b) to submit necessary reports and data; All approved programs, services and activities will be conducted in accordance with state and federal laws, rules, and regulations and in accordance with Wisconsin Department of Public Instruction policies and program standards

I **FURTHER CERTIFY** that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Signature of Applicant Agency Authorizer

Date Signed *Mo./Day/Yr.*

