ED-244

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Grant Application for Adult Education**

## 2020–2021

**INSTRUCTIONS FOR COMPLETION**

###### **General Information**

In accordance with Sections 10-67 through 10-73d of the Connecticut General Statutes (C.G.S.), the Connecticut State Department of Education (CSDE) requests proposals for state adult education program funds. State grants are based upon a percentage of eligible costs. Form ED-244, the Grant Application for Adult Education, is being used to collect proposals.

1. **PROGRAM PURPOSE**

**Section 10-69 of the C.G.S. requires that each local and regional board of education provide adult education services in:**

1. Americanization and United States citizenship;
2. English for adults with limited English proficiency;
3. elementary basic skills; and
4. secondary school completion programs or classes.

**In order to meet this requirement, a local board must act in one or more of the following ways:**

1. provide its own programs;
2. arrange with a Regional Educational Service Center (RESC) to provide such programs and arrange payments to the provider;
3. form a cooperative arrangement with one or more boards of education and arrange payments to the providing board; and/or
4. establish with one or more boards a cooperative arrangement according to the provisions of Section

10-158a of the C.G.S., and arrange payments to the legal cooperative.

1. **APPLICATION PROCEDURES**

Providing District includes each eligible agency or school district that will provide an adult education

program and seek state funds. The Providing District (applicant) must submit a proposal (Form ED-244),

which the CSDE must receive in the office of the Bureau of Health/Nutrition, Family Services and Adult

Education no later than **3 p.m., April 15, 2020**. **No applications will be accepted after that date regardless of when they were sent or postmarked.** The mailing address is:

Marcy J. Reed, Program Manager

Connecticut State Department of Education

Bureau of Health/Nutrition, Family Services and Adult Education

450 Columbus Boulevard, Suite 508

Hartford, CT 06103-1841

The Cooperating District, eligible for funding under Section 10-69 of the C.G.S., includes each eligible agency or school district that will arrange adult education services and payments through a Providing District. The Cooperating District must do the following to apply for state funds:

* provide input into the development of the provider proposal;
* indicate the amount to be paid to the provider; and
* sign the provider proposal to be submitted, after having reviewed the proposed activities and

 budget.

The Providing District (applicant) for state funds and any cooperating district seeking funding, must agree to provide adult education programs in accordance with all relevant state and federal rules and regulations and, where appropriate, the State Plan for the Adult Education and Family Literacy Act (Title II) for the Workforce Innovation and Opportunity Act.

1. **FUNDING**

**State funds**: Subject to approval of the state legislature, an eligible applicant will receive a state grant of between 0 and 65 percent of eligible costs for adult education. The CSDE calculates this grant according to computed ranking in the Adjusted Equalized Net Grand List per Capita.

1. **Providing District/Agency:** The CSDE determines eligible costs by subtracting from the eligible expenditures the total amount of any funds expended for such programs and services received from other state or federal sources and tuition received for non-resident adult students.
2. **Cooperating District/Agency:** The eligible cost is the payment made to a provider for eligible expenditures. Grants to cooperating districts will be based on the amount indicated on the provider’s application (page 10). **Payment amounts must reflect only eligible expenditures under Section 10-67 of the C.G.S.**
3. **Eligible expenditures include:**
4. Salaries (administrative, teachers, guidance, aides, clerical, childcare, security);
5. employee benefits;
6. in service;
7. facility rental, other than for facilities provided by a local or regional school district or RESC

 (purchased property services);

1. student transportation;
2. travel allowances;
3. communications and printing (other purchased services);
4. instructional and program supplies;
5. textbooks;
6. instructional equipment; and
7. computer equipment.
8. During the fiscal year in which programs are offered, the CSDE shall make state grant payments to both providers and cooperators. The payment schedule is as follows:

 **August 2020\*** 2/3 of the grant based on the approved eligible costs estimated in the April 2020 proposal.
**May 2021\*** adjusted balance based on a revised estimate of eligible costs (ED-245) submitted by March 16, 2020, and the statement of expenditure report (ED-141) submitted by September 1, 2020 (for the previous year’s expenditures).
**\***A program whose estimated state grant does not exceed $1,500 will receive **one** payment in May following a revised estimate of eligible costs submitted March 15, 2021.

1. **SPECIFIC INSTRUCTIONS**
2. Send two copies as follows: one electronic copy to Marcy.Reed@ct.gov and one paper copy **with original authorized signatures** mailed to:

Marcy J. Reed, Program Manager

Connecticut State Department of Education

Bureau of Health/Nutrition, Family Services and Adult Education

450 Columbus Boulevard, Suite 508

Hartford, CT 06103-1841

1. Form ED-244 must be received at the Bureau of Health/Nutrition, Family Services and Adult Education by 3 p.m. on or before April 15, 2020. Please ensure sufficient time for mailing.
2. Include program name in **ALL** blanks provided including page headers, ED-114 etc.
3. Obtain required superintendent signature(s) on the Signatory Authorization form (page 10).
4. Use the Excel Budget Template located on the CSDE website for [Adult Education State Grants](https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants) under Documents/Forms.
5. Report all expenditures and revenues to the nearest dollar. Do not include cents. When completing Excel Budget Template pages, refer to the [Budget Buddy](https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBuddy18.pdf?la=en)guide.
6. Include the ED-114 Budget Form from the Excel Budget Template and send electronically to the program manager.
7. Submit the current Program Profile with the ED-244.
8. Submit current lease agreements, if applicable.
9. The Edit Check must be completed and signed by someone other than the individual who prepares the ED-244.

**IMPORTANT**

Providing districts also submitting **Form ED-244A, Supplemental Grant Application for Adult Education,** must ensure the accuracy and completeness of that application. Failure to submit all the necessary materials and documentation will disqualify the district from receiving an additional grant.

**ASSISTANCE**

For further information, please contact Marcy Reed, Program Manager, at 860-807-2130 or Marcy.Reed@ct.gov.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, status as a veteran, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Hartford, CT 06103-1841, (860) 807-2071 or Levy.Gillespie@ct.gov.

**Form ED-244** Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. 11/19 Year **2020-2021**

C.G.S. Sec. 10-67 through 10-73d

##### **CONNECTICUT STATE DEPARTMENT OF EDUCATION**

Bureau of Health/Nutrition, Family Services and Adult Education

##### **GRANT APPLICATION FOR ADULT EDUCATION**

**INSTRUCTIONS**

1. Send Form ED-244 to the Bureau of Health/Nutrition, Family Services and Adult Education no later than **3 p.m. April 15, 2020**. No applications will be accepted after that date regardless of the date of postmark.
2. Complete all sections of the ED-244 application accurately and thoroughly.
3. Use the Excel Budget Template located on the CSDE website for [Adult Education State Grants](https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants) under Documents/Forms.
4. Report all expenditures and revenues to the nearest dollar. Do not include cents. When completing Excel Budget Template pages, refer to the [Budget Buddy](https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBuddy18.pdf?la=en)guide.
5. Include the current Program Profile with the ED-244 application.
6. The *Edit Check* must be completed and signed by someone other than the individual who completes the ED-244.
7. Send copies as directed on page iii section D. Original paper copies must be mailed to the CSDE.

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Organization: | District or Agency: | Town/Agency Code: |
| Address: | Zip Code: |
| 2. Completed by: | Title: | Phone: |
| 3. Signature: | Date: |
| 4. Adult Education provided by: **(check one)**a) Provider Only ❑b) Provider with Cooperating Districts ❑ | c) Cooperative Arrangement C.G.S. Section 10-158a ❑ |
| 5. Total number of **students** anticipated: | Total number of **enrollments** anticipated: |
| 6. Summer Operation: | YES:  | NO:  |
| 7. Number of cooperating eligible entity (CEE) application(s):  |
| Entity name(s): |

**PROPOSED BUDGET**

|  |  |
| --- | --- |
| 1. Amount of **state/local** adult education funds | $ |
| 2. Payments from Cooperating Districts | $ |
| 3. **TOTAL** | **$** |
| 4. Anticipated per pupil cost (Total $ ÷ Number of students) | $ |
| 5. Anticipated per enrollment cost (Total $ ÷ Number of enrollments) | $ |

 **Table 1 - Total students/enrollments per area:** To complete the FY 2019 *Final* column, use data from your district’s final Program Profile report for FY 2019. To complete the FY 2020 *Year to Date* column, refer to the current Program Profile report.

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| --- | --- | --- |
|  | **FY 2019 Final** | **FY 2020 Year to Date** |
|  | Students | Enrollments | Students | Enrollments |
| Americanization/Citizenship |  |  |  |  |
| English as a Second Language (ESL) |  |  |  |  |
| Elementary Basic Skills (ABE) and GED® Preparation |  |  |  |  |
| High School Credit Diploma Program |  |  |  |  |
| High School National External Diploma Program |  |  |  |  |
| **TOTALS** |  |  |  |  |

**Table 2 - Projected number of students in Adult Education programs:** Based on the data reported in Table 1, enter *by district and by program type*, the **projected** number of students expected for **FY 2021**. Be sure to list cooperating districts in order of town code. Each cooperating district must have a projected enrollment in asterisked (\*) columns and in at least one applicable secondary completion area.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Americanization/****Citizenship****(01)\*** | **ESL****(02)\*** | **Elementary Basic Skills****(03)\*** | **GED**® **Prep.****(04)** | **Credit Program****(05)** | **External Diploma****(06)** | **TOTAL****(07)** |
| **Providing District:** |  |  |  |  |  |  |  |
| **Cooperating Districts** |  |  |  |  |  |  |  |
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| **GRAND TOTAL** |  |  |  |  |  |  |  |

#### **PROGRAM QUALITY**

When developing your program goals, objectives, activities and measurable outcomes for this section, please refer to your district’s **Final** **FY 2020 Program Profile** and **Provider Performance Summary** reports, as well as Connecticut’s Core Performance Benchmarks from the State Plan for Adult Education, as guides. Adult education programs should establish goals and measure performance goals in accordance with the above documents. Goals should be based on data and need, and crafted to address a vision for continued progress in program growth and improvement.

**Identifying Adult Education Program Goals and Objectives**

Using the tables on pages 4 and 5, list at least **three** goals from the list provided below. For your adult education programs, be sure to include accompanying objectives that you have established. When identifying your program’s goals and objectives, please ensure that they:

* respond to the educational needs of the local/regional adult population;
* demonstrate program development, improvement, new initiatives;
* reflect an analysis of the data reported in the district’s Program Profile and Program Performance Summary;
* enhance program accountability; and
* advance college and career readiness.

**Goals** that support and enhance program improvement and accountability should include:

(Choose at least three)

1. Program planning and operations
2. Student recruitment
3. Student retention
4. Improving learning gains and secondary completion
5. Curriculum and/or instruction
6. Transition and/or support services
7. Digital literacy
8. Interagency collaboration
9. Services for adults with disabilities
10. Worksite collaboration
11. Implementation of College and Career Readiness Standards\*
12. Career Pathways

When stating your goals and objectives, be sure to:

* + detail those activities that you will undertake to successfully achieve stated objectives;
	+ state the anticipated specific measurable results; and
	+ describe the methods used to verify achievement.

\*Application must include at least one goal related to the College and Career Readiness Standards.

Goals should be written to address issues as identified by the Program Profile data, to address overall program improvement or to create an enhancement or initiative. Programs are encouraged to craft goals that are specific and measurable.

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| **Goal 1:**  |
| **Objectives:** |
| **Activities**What specific activities will you undertake? | **Measurable Outcomes**What specific, measurable results do you expect? How will you verify that these results have been achieved? |
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| **Goal 2:**  |
| **Objectives:** |
| **Activities**What specific activities will you undertake? | **Measurable Outcomes**What specific, measurable results do you expect? How will you verify that these results have been achieved? |
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| **Goal 3:**  |
| **Objectives:** |
| **Activities**What specific activities will you undertake*?* | **Measurable Outcomes**What specific, measurable results do you expect? How will you verify that these results have been achieved? |
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**Professional Learning and Organizational Development Plan**

Please indicate those professional learning (PL) needs that you have identified for your staff and program by thoroughly completing the chart below. PL needs should relate to the 2020-21 program quality goals (pages 4 and 5). Remember to include costs for consultants, in-service training specialists, workshops, teacher stipends, substitute teachers, travel, hotel, etc., in the budget narrative section of your grant application.

|  |
| --- |
| Planned Professional Learning/Organizational Development Activities FY 2020-21 |
| Identified PL/Org. Dev. Need | Goal # | Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc. | Expected Outcomes | Number of Staff to be Served | Total AnticipatedCost |
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 **STATEMENT OF ASSURANCES**

1. The applicant has the necessary legal authority to apply for and receive the proposed grant.

B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.

D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education.

E. Grant funds shall not be used to supplant funds normally budgeted by the agency.

F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.

G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary.

H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.

I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.

J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.

1. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
2. Required Contract Language (non-discrimination)

(a)  For purposes of this Section, the following terms are defined as follows:

* + 1. “Commission” means the Commission on Human Rights and Opportunities;
		2. “Contract” and “contract” include any extension or modification of the Contract or contract;
		3. “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
		4. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from     that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
		5. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
		6. good faith efforts” shall include, but not be limited to, those reasonable initial efforts “necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
		7. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
		8. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
		9. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:  (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
		10. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3),or (4).

(b)  (1)  The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action‑equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e,  46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56.  If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

(c)   Determination of the Contractor’s good faith efforts shall include, but shall not be limited to, the following factors:  The Contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or

 efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d)   The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e)   The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission.  The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f)    The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)    (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers’ representative of the Contractor’s commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

(h)   The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission.  The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the State Department of Education and availability of state of federal funds.

1. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes

 concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut

 State Agencies promulgated there under are hereby incorporated by reference.

#### **SIGNATORY AUTHORIZATION**

IMPORTANT: Each superintendent or agency head signature below attests to the following:

* knowledge and acceptance of the proposed program and budgets; and
* agreement to abide by the Statement of Assurances A-N listed on pages 7-9.

|  |  |  |  |
| --- | --- | --- | --- |
| **DISTRICT/AGENCY NAME** | **District Code** | **SIGNATURE**(ProviderSuperintendent of Schoolsor Authorized Agency**)** | **Provider District****Budget Total****(**state/local dollars) |
| **Provider District:** |  |  |  |
|  |  |  |  |
| **Cooperating Districts:**(Must be Listed in Numerical District Code Order) | **District Code** | **Signature**(Cooperator Superintendent of SchoolsOr Authorized Agency Head) | **Payments anticipated from Cooperating Districts** **for Eligible Expenditures C.G.S. Sec. 10-67** |
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|  **Total Anticipated Payments from COOPERATORS ONLY:** |  |

During the program year, any change in the program plan or budget requires a program modification signed by the providing agency head and subsequently approved by the CSDE.

**NO MODIFICATIONS WILL BE ACCEPTED AFTER MARCH 15, 2021**

**EDIT CHECK*:*** This section must be completed by someone other than the individual designated on

page 1.

Place a check mark (🗸) on the line by each item reviewed.
If a particular item is “not applicable,” indicate with “N/A.”

1. Page 1 Application Information Lines 1–7 completed accurately.

 Line 3 has been signed by director/coordinator.

 Proposed Budget Lines 1–5 completed accurately.

1. Page 2 Tables 1 and 2 - all columns completed accurately.
2. Pages 4-5 Program Quality Goals, Objectives, Activities and

 Measurable Outcomes provided.

1. Page 6 The Professional Learning and Organizational Development Chart
 completed.
2. Page 10 Bears the original signature of provider superintendent or authorized

 agency head.

 The Provider District state/local budget total entered in the appropriate

 Column.

 The original signature(s) of cooperator superintendent(s) and/or

 authorized agency head(s) for each cooperator (if applicable).

 Cooperator district codes entered numerically.

 Cooperator payments to provider entered.

 Total entered is for cooperator payments ONLY.

1. Attachment The current Program Profile is included.
2. Attachment The Excel Budget Template is included.
3. Attachment A current copy of a building lease or rental agreement(s) is enclosed.
4. E-mail The entire ED-244 form and Excel Budget Template
 have been e-mailed to the program manager.
5. Page 11 Edit Check completed by:

|  |  |
| --- | --- |
| Signature: | Date: |
| Print Name: | Title: |