SPECIAL PROVISIONS

1. **State Parties:**

This Request for Proposal (RFP) is issued by the Wyoming Community College Commission (Agency).

It should be understood that the Executive Director of the Wyoming Community College Commission is empowered to be the signatory on all contracts, agreements, or modifications pertaining to this Request for Proposal. Such agreements, etc., not bearing this signature or that of a designee are invalid insofar as contractual relations between the Agency and Grantee are concerned.

The names and addresses of the State parties are:

- **Jim Rose**, Executive Director  
  Wyoming Community College Commission  
  2020 Carey Avenue, 8th Floor  
  Cheyenne, WY 82002  
  Telephone: (307) 777-7763  
  FAX: (307) 777-6567  
  E-mail: jim.rose@wyo.gov

- **Gail Anderson**, Federal Programs  
  Wyoming Community College Commission  
  2020 Carey Avenue, 8th Floor  
  Cheyenne, WY 82002  
  Telephone (307) 777-7175  
  FAX: (307) 777-6567  
  Email: gail.anderson@wyo.gov

Questions will be received until 5:00 p.m. on June 25, 2012. Questions regarding this RFP must be submitted in writing to the following individual:

- **Marci Hess**, ABE Program Manager  
  Wyoming Community College Commission  
  2020 Carey Avenue, 8th Floor  
  Cheyenne, WY 82002

Answers to questions will be posted no later than 5:00 p.m. on June 29, 2012 on the Agency’s website at [https://communitycolleges.wy.edu/family-literacy-rfp.aspx](https://communitycolleges.wy.edu/family-literacy-rfp.aspx).

2. **Schedule of Events:**

The following schedule of events is subject to change at the sole discretion of the Wyoming Community College Commission:

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>a. RFP mailed to prospective applicants</td>
<td>June 12, 2012</td>
</tr>
<tr>
<td>b. Deadline for written questions</td>
<td>June 25, 2012</td>
</tr>
<tr>
<td>c. Answers to questions posted on website</td>
<td>June 29, 2012</td>
</tr>
<tr>
<td>d. Proposal submission deadline</td>
<td>July 13, 2012</td>
</tr>
</tbody>
</table>

3. **Introduction**

The Wyoming Family Literacy Program is supported by the state under the supervision of the Wyoming Community College Commission.
4. **Funding Purposes/Priorities**

The Wyoming Family Literacy Program is designed to help break the cycle of poverty and illiteracy by improving the educational opportunities of low-income families.

The program shall:

- Be implemented through cooperative partnerships that build on high-quality existing community resources to create a new range of services;
- Promote the academic achievement of children and adults; and
- Use instructional programs based on scientifically-based reading research which addresses the prevention of reading difficulties for children and adults; to the extent such research is available.

Funds provided through this grant must be used by the applicant to develop, strengthen, and expand family literacy services. "Family Literacy Services" means services provided to participants on a voluntary basis that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:

- Interactive literacy activities between parents and their children,
- Training for parents on how to be the primary teacher for their children and full partners in the education of their children,
- Parent literacy training that leads to economic self-sufficiency, and
- An age appropriate education to prepare children for success in school and life experiences.

Wyoming Family Literacy programs must incorporate a wide range of program elements. These elements include:

- The identification and recruitment of families most in need of family literacy services as indicated by low levels of income, low levels of adult literacy or English language proficiency of the eligible parent(s), and other need-related indicators.
- The screening and preparation of parents, including teenage parents and children, to enable them to participate fully in Wyoming Family Literacy activities and services, including testing, referral to necessary counseling, other developmental and referral services, and related services.
- The design of programs and support services (when unavailable from other sources) which are appropriate for the participant’s work schedule and other responsibilities.
- High-quality instructional programs that promote adult literacy, empower parents to support the educational growth of their children, and provide developmentally appropriate early childhood education services that prepare children for success in regular school programs.
- Provision of qualified staff providing services.
- Special staff training to develop the skills necessary to work with parents and young children in the full range of instructional services.
- Coordination with other community programs and services.
- Integration of services that meet the individual needs of all students, children and adults, that are culturally relevant, designed to accommodate persons with disabilities, and are supportive of non-traditional rules.

5. **Type of Award**

Competitive Grant for a Community-Based Program
6. Program Performance Period

The program period will be from Aug 1, 2012 through June 30, 2013. Programs may be continued for more than one year, contingent upon the availability of funds designated for this program. Continuation of funding will be determined by completion of a continuation proposal, adequate scale performance on the Agency’s definition of sufficient progress, and an Agency-conducted monitoring report.

7. Faith-Based Organizations

Faith-based organizations are eligible to submit proposals for evaluation. All proposals will be evaluated using the same criteria. Proposals from faith-based organizations must also comply with federal Charitable Choice rules. More information on these rules can be viewed at this website: http://www.whitehouse.gov/government/fbci/guidance/charitable.html

8. Target Population

Eligible participants are:

- A parent or parents who are (1) eligible for participation in adult education literacy activities under the Adult Education and Family Literacy Act; or (2) within the compulsory school attendance age range, so long as a local education agency provides or ensures the availability of the basic education component or attending secondary school; AND
- The child or children from birth to age twelve of the eligible parent, so long as a local education agency provides or ensures the basic education component of children who are eligible for kindergarten through grade 6.

9. Budget

The operating budget of the program should be described with enough detail so that expenditures of funds can be easily reviewed. Include all sources of funding. Preference will be given to programs concentrating on delivery of services rather than programs building their administrative structure. Other considerations include:

- Allowable expenditures are costs associated with appropriate staff for administering the program, instructional materials and office supplies, and all other relevant costs associated with the administration of this program (travel reimbursement, meeting room rentals, consultant fees, printing, conference registration fees, etc.)
- The cost of salaries and related benefits should be calculated only for the percentage of time personnel work on this program. Salaries and benefit costs for this program shall not be used to subsidize another program.
- Program operations are allowed for only the percentage of time or space utilized for services related to this program. Funds for this program shall not be used to subsidize a facility’s operations for other programs.
- The amount of funding in any grant period is based on the availability of funds designated for this program.
- Supporting documentation for expenditures is required to be maintained for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.
- Payments will be made only on a monthly, cost-reimbursement basis for allowable actual expenses.
10. Reporting Requirements

The applicant shall agree to participate in the Agency’s web-based data collection system and provide reports and/or information as required by the Agency. In addition, the grantee shall agree to participate in a program monitoring review by the Agency.

11. Preparing and Submitting the Application

The text of the submitted proposal must be typed with a standard font size of 12, on one (1) side of a standard (8.5 x 11 inch) white page. Margins must be one inch on all sides. The proposal must use the section headings below. Use of graphs, maps and tables is permitted.

A. Complete the cover page (form provided). This form must contain all required information and signatures.

B. Proposal Narrative: The narrative section shall not exceed 15 pages. Provide a written narrative that addresses each of the following:

- **Introduction:** This section should be an overview of what will be done, the target population and planned outcomes. Include general information about objectives, timetable and equipment purchases, as well as what resources will be needed for the program.
- **History of Organization:** Provide a brief history of the applicant organization. Describe and provide data on existing programs the applicant is operating that demonstrate the applicant has been effective and successful. Describe the qualifications of applicant organization to develop, administer and implement a family literacy program, including demonstrated expertise in fiscal management. Describe the areas of specialization of the applicant relating to the program under consideration and ability to provide access to specialized training necessary to prepare staff for the program.
- **Statement of Need:** A need is defined as: the difference between the current status and the outcomes and/or standard that the applicant would like to achieve. Provide documentation to substantiate the stated need. Documentation may include but is not limited to demographics, test data, description of target population, student data, personnel data, and research. Demonstrate the need for the grant in relation to the purposes of the RFP. Provide adequate documentation to demonstrate that the community to be served has a high percentage or large number of children and families in need of family literacy services.
- **Target Population:** In this section, identify and describe the specific target population to be served by the program as indicated by a low level of income, a low level of adult literacy or English language proficiency of eligible parents. Project the number of families and children the program will serve, and how the program will screen and prepare parents and children to enable them to participate in family literacy activities and services. Project the number of limited English speaking parents and single parents to be served.
- **Program Development:** Describe how program services will be delivered and administered including planned objectives and strategies consistent with program elements and state performance standards.
- **Partnerships and Community Involvement:** A critical aspect for implementing a family literacy program is the collaboration with other community organizations. Programs that involve strong linkages between communities and schools are often most successful in reaching families most in need of services, and in improving continuity between preschool and school-age children and the transition from school- or home-to-work for parents. In this section, describe what steps the collaborating agencies have taken or will take to involve the community (or communities) in planning, implementing and evaluating the program. Explain how collaborating with existing agencies will prevent duplication of services.
C. Complete the Program Goals and Objectives (form provided)
D. Complete the Budget Detail (form provided)
E. Complete the Budget Narrative (form provided). Include the cost for an annual fiscal and compliance audit or review performed by an independent certified public accountant.
F. Attach and obtain signatures on the General Assurances (form provided)
G. Attach a minimum of three (3) letters of support from collaborating agencies.

Proposals must include ALL of the items labeled A through G listed above. Failure to include required items will result in disqualification. Four (4) copies of the proposal, with one bearing original signatures (in blue ink) of the authorized officials of the submitting agency must be submitted. Proposals must be received by 5:00 p.m. on July 13, 2012. Facsimile copies of applications will not be accepted. No extensions will be given.

12. RFP Evaluation Criteria

The following criteria and point system will be used in the review of proposals:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Qualifications of applicant organization to develop, administer and implement a family literacy program, including demonstrated expertise in fiscal management.</td>
<td>20</td>
</tr>
<tr>
<td>Areas of specialization of the applicant relating to the program under consideration and ability to provide access to specialized training necessary to prepare staff for the program.</td>
<td>10</td>
</tr>
<tr>
<td>Description of need as indicated by high levels of poverty, illiteracy, unemployment, limited English proficiency or other indicators.</td>
<td>10</td>
</tr>
<tr>
<td>Applicant’s explanation of how program services will be delivered and administered including planned objectives and strategies consistent with program elements and state performance standards.</td>
<td>20</td>
</tr>
<tr>
<td>Evidence and extent of collaboration with other agencies and organizations within the identified service agency.</td>
<td>20</td>
</tr>
<tr>
<td>Evidence that the applicant has submitted a cost-effective budget.</td>
<td>10</td>
</tr>
<tr>
<td>Recommendations and references.</td>
<td>10</td>
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</tbody>
</table>

13. Selection Procedures

A grant review panel, designated by the Agency, will evaluate and approve completed proposals against the proposal criteria. Final funding decisions will be based on the rating of proposals as a result of the review process. Any proposal receiving an average score of 60 or lower from the review panel will not be recommended for funding. Funding recommendations by the review panel will be submitted to the Executive Director of the Agency.

The Agency, with possible assistance from contracted consultants, will be the sole judge with respect to the evaluation of proposals. The proposals will be rated based on their evaluated points. After all criteria are evaluated, the applicants with the highest total number of points will be selected.

14. Right to Award, Reject or Negotiate

The Agency retains the right to negotiate reasonable adjustments with applicants or reject any and all proposals. The successful awards will meet the intent of funding and be the most advantageous to the goals of the Agency. The Agency may consider suggested modifications to
an application received at any time before an award is made, if such modifications meet the intent of the funding and are in the best interests of the State.

15. Restrictions on Communication with State Staff or Contracted Consultants

- From the issuance date of this RFP until program awards are announced, proposers are not allowed to communicate, regarding this RFP, with State staff or contracted consultants except by written questions submitted in accordance with instructions on page 1 of this RFP.

16. Non-Appropriation of Funds

Obligations of the state shall cease immediately if the Wyoming State Legislature fails to appropriate, or otherwise make available funds for the contract. The state will use its best efforts to secure sufficient funding to cover the proposed contract, and notify the contractor immediately of any funding insufficiency.

17. RFP Formats Available

This RFP is available in electronic format at https://communitycolleges.wy.edu/family-literacy-rfp.aspx.
Proposals must be submitted by 5:00 p.m., July 13, 2012. No extensions will be given. No facsimile (FAX) will be accepted. Submit proposals to:

Gail Anderson, Director, Federal Programs
WY Community College Commission
2020 Carey Ave., 8th Floor
Cheyenne, WY 82002

1. **APPLICANT (Fiscal Agent)**
   
   | Amount Requested: | ____________________________ |
   | Legal Name of Agency: | ____________________________ |
   | Mailing Address: | ____________________________ |
   | Name of Agency Head: | ____________________________ |

   I HEREBY CERTIFY that to the best of my knowledge, the information contained in this application is correct, the agency named above has authorized me, as its representative, to file this application and such action is recorded in the minutes of our board meeting held on ____________________________.

   ________________  ________________________
   Signature          Date

2. **PARTNER**

   | Legal Name of Agency: | ____________________________ |
   | Mailing Address: | ____________________________ |
   | Name of Agency Head: | ____________________________ |

   ________________  ________________________
   Signature          Date

3. **GRANT CONTACT PERSON**

   | Name: | ____________________________ |
   | Address: | ____________________________ |
   | City/State/Zip: | ____________________________ |
   | Title: | ____________________________ |
   | Telephone: | ____________________________ |
   | Email: | ____________________________ |
   | FAX: | ____________________________ |

   *This grant application requires that a minimum of three agencies establish a partnership to become an eligible entity.*
Listed below are the Wyoming State Performance Standards for Wyoming Family Literacy Programs. Please review the standards. In the form following the standards, list four program goals, tying at least one of the program goals to these performance standards.

**Performance Standard 1:**
1A. 50% of WY Family Literacy children ages 6 months to 2 years and 11 months who have been in the program for at least 6 months will demonstrate an increase of at least one level in language development as measured on the ASQ or other appropriate instrument.
1B. 80% of WY Family Literacy children ages 3 to 5 years who have been in the program for at least 6 months will demonstrate an increase of at least 1 level in reading readiness skills as measured on the ASQ or other appropriate instrument.
1B1: 80% of WY Family Literacy children ages 4 to 5 years who have been in the program for at least 6 months will make gains of 4 or more standard score points on the PPVT-III.
1B2: 80% of WY Family Literacy children ages 4 to 5 years who have been in the program for at least 6 months will be able to identify 17 uppercase alphabet letters prior to entering kindergarten as measured on the PALS-PreK.

**Performance Standard 2:**
2: 90% of WY Family Literacy children enrolled in public school grades K-3 who have been in the program for at least 6 months will be promoted to the next grade level.

**Performance Standard 3:**
3A: Of all WY Family Literacy infants and toddlers aged birth to 2 years and 11 months old, at least 60% will attend at least 60% of the early childhood education hours offered by WY Family Literacy.
3B: Of all WY Family Literacy preschoolers aged 3 to 5 years old, at least 70% will attend at least 60% of the early childhood education hours offered by WY Family Literacy.
3C: Of all WY Family Literacy elementary school children in grades K through 3, at least 80% will attend 90% or more of school days during the school year.

**Performance Standard 4:**
4. 50% of parents/guardians enrolled in WY Family Literacy who participated for at least 6 months in the program will demonstrate one grade level gain on the TABE.

**Performance Standard 5:**
5A: 50% of WY Family Literacy parents/guardians who have a goal to earn a high school diploma, who scored 9.0 or above on the TABE, and who participated for at least 3 months in the program will obtain a high school diploma.
5B: 50% of WY Family Literacy parents/guardians who have a goal to earn a general equivalency diploma, who scored 9.0 or above on the TABE, and who participated for at least 3 months in the program will obtain a GED.
Performance Standard 6:
6. 50% of all WY Family Literacy adults who have been enrolled in the program for at least 6 months and who had postsecondary education, job referral program entry, employment, or career advancement as a goal will experience career advancement, job training, employment, and/or enter post-secondary school.

Performance Standard 7:
7. 50% of WY Family Literacy adults whose native language is other than English and who have completed up to 80 hours of instruction for ELL will demonstrate one level gain on the BEST-Plus.

Performance Standard 8:
8. 50% of WY Family Literacy parents/guardians who have completed at least 20 hours in the program will demonstrate a 10% increase in knowledge and understanding as measured by the Parent Knowledge Self-Reporting Evaluation.

Performance Standard 9:
9. 50% of WY Family Literacy parents/guardians who participated in the program for at least 6 months will demonstrate one level gain on Scale II of the Parent Education Profile.

Performance Standard 10:
10. 80% of WY Family Literacy parents/guardians will attend at least 50% of the parenting education and interactive literacy activity hours offered by WY Family Literacy.

<table>
<thead>
<tr>
<th>Program Goal</th>
<th>Program Objectives</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Program Goal #1:</td>
<td></td>
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<td>Program Goal #2:</td>
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<tr>
<th>Program Goal #3:</th>
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<tr>
<th>Program Goal #4:</th>
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### TABLE 1

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Series</strong></td>
<td><strong>2012-13 Grant Request</strong></td>
</tr>
<tr>
<td>1000 Salaries</td>
<td></td>
</tr>
<tr>
<td>2000 Benefits</td>
<td></td>
</tr>
<tr>
<td>3000 Purchased Services (contracted services, marketing, rent, utilities, testing, etc.)</td>
<td></td>
</tr>
<tr>
<td>4000 Supplies and Materials (supplies, printing, awards, incentives)</td>
<td></td>
</tr>
<tr>
<td>5000 Travel and Training (in-state travel, out-of-state travel, lodging, registrations, transportation, training materials)</td>
<td></td>
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<tr>
<td>6000 Equipment (capital outlay only)</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
</table>
BUDGET NARRATIVE

Using the table below, provide a budget narrative for each series listed.

<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
<th>Amount from Table 1, Column B:</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Salaries: List all positions, corresponding FTE and compensation that will be paid by this grant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Benefits: Describe all benefits that are part of your employee compensation package.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Purchased Services: Provide agency name and description of services to be rendered. This includes rent, utilities, and other contracted services. Include the cost of an annual fiscal and compliance audit or review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Supplies and Materials: List any special supplies, equipment or curriculum to be purchased.</td>
<td></td>
<td></td>
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<tr>
<td>5000</td>
<td>Travel and Training: Provide a description of each type of travel to be supported by program funds, such as conferences or inservices. Do not list individual names.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Equipment: Provide the type of items/equipment to be purchased from program funds.</td>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL AMOUNT REQUESTED: $ ________________**
WYOMING FAMILY LITERACY PROGRAM ASSURANCES

The recipient hereby assures that:

1. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state statutes, regulations, program plans, the approved application and other policies and administrative directives of the Wyoming Community College Commission.

2. The programs and services will serve families most in need as indicated by a low level of income, a low level of adult literacy, or English language proficiency of the eligible parent or parents, and other need-related indicators, who have at least one child, birth to age twelve.

3. All programs will participate in the local evaluation and monitoring process. Evaluations will be used for continuous program improvements.

4. Local programs will provide year round services including both enrichment and instructional services during the summer months. Programs may have a maximum of four weeks break during summer months.

5. An updated inventory of all equipment and non-consumable materials will be available for review each year.

6. The funds received under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.

7. It will comply with Title VI of the Civil Rights Act of 1964 (45 USC 2000d through 2000d-4) and its implementing regulations (34 CFR Part 100), and in accordance therewith, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

8. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, and its implementing regulations (34 CFR Part 104), which prohibits discrimination based on disability.

9. It will comply with Title II of the Americans with Disabilities Act, (42 USC 12134), et seq. and its implementing regulations (28 CFR Part 35), which prohibit discrimination on the basis of disability to public entities, or it will comply with Title III, (42 USC 12181) et seq., and its implementing regulations (28 CFR part 36), which prohibit discrimination on the basis of disability in public accommodations, whichever is applicable.

10. It will comply with Title IX of the Education Amendments of 1972, as amended, (20 USC 1681-1683), and its implementing regulations (34 CFR Part 106), which prohibit discrimination on the basis of sex.

11. It will comply with the Discrimination Act of 1975, as amended, (42 USC 6101) et seq., and its implementing regulations (45 CFR Part 90), which prohibit discrimination on the basis of age.

12. The program and services provided with Wyoming Family Literacy funds will be operated so as not to discriminate on any basis included in these assurances or on the basis of ancestry, religion, creed, pregnancy, marital or parental status, or sexual orientation.

13. All contractors, subcontractors, sub-grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or
activities are not discriminating in violation of the above-cited statutes, regulations, guidelines and standards against those students or employees.

14. The applicant will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program, and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.

15. It will retain and provide access to all records relating to a program for which state funds are received for a period of three years after the completion of the activity for which the funds are used or until such time greater than three years as all pending reviews or audits have been completed and resolved.

16. It has adopted appropriate procedures to implement the terms of the Family Educational Rights and Privacy Act of 1974, (20 USC 123g) and its regulations (34 CFR Part 99).

17. None of the funds expended under any programs will 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 any affiliate of such an organization.

18. To the extent authorized by law, it shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses and attorneys fees incurred as a result of any act or omission by it, or its employees, agents, subcontractors or assignees in its operation of the programs.

19. No smoking will occur within any indoor facility owned or leased or contracted for and utilized by it for provision of routine or regular kindergarten, elementary, or secondary education, library services, health care or day care or early childhood development services to children.

20. It will make reports to the Wyoming Community College Commission as may reasonably be necessary to enable the Agency to perform its duties.

21. It will provide reasonable opportunities for the participation and public comment by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program and will consider such comments.

22. Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public.

23. It has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar programs, and for adopting, where appropriate, promising educational practices developed through such programs.

24. The prospective lower tier participant certifies, by submission of this assurance form and by incorporating this form by reference in each of its applications for state funds, that neither it nor its principals:

- Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense to connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above; and
- Have not within a three-year period, preceding this application had one, or more public transactions (federal, state, or local) terminated for cause or default.

25. No state appropriated funds have been paid or will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer or employee of an agency or a member of the Wyoming legislature, in connection with the making of any state grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state grant or cooperative agreement.

26. The recipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

27. Work in consultation with schools as the schools develop the school plans pursuant to 20 USC 6314 and assist schools as the schools implement such plans or undertake activities pursuant to 20 USC 6315 so that each school can make adequate yearly progress toward meeting the state content standards and state student performance standards.

28. Coordinate and collaborate to the extent feasible and necessary, as determined by the grantee, with other agencies providing services to children, youth, and families, including health and social services.

29. Ensure that migratory children and formerly migratory children who are eligible to receive services under Title I Part A are selected to receive such services on the same basis as other children who are selected to receive services under that part.

30. Coordinate and integrate services with Head Start and other preschool programs, including plans for the transition of participants in such programs to local elementary school programs.

31. Take into account the experience of model programs for the educationally disadvantaged and the findings of relevant research indicating that services may be most effective if focused on students in the earliest grades at schools that receive Title I funds.

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

33. The applicant’s governing body, and the undersigned official, has been duly authorized to file this application from and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

34. 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.

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

36. The applicant will submit a final performance report (within 60 days of the end of the performance period) and such other reports, as specified, to the Wyoming Community College Commission, including information relating to the program records and access thereto as the Wyoming Community College Commission may find necessary.

37. The Wyoming Community College Commission reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summaries, abstracts, reports, publications, records and materials resulting from this program and this grant.
38. The applicant will protect and save harmless the Wyoming Community College Commission 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.

39. At the conclusion of each grant period, the applicant will provide for a fiscal and compliance audit or review performed by an independent certified public accountant acceptable to the grantor and the applicant shall return to the Wyoming Community College Commission any moneys not expended in accordance with the approved program/operation budget as determined by the audit or review.

40. The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Wyoming Community College Commission, of its good faith efforts.

41. 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.

42. The grant award is subject to the approval of the Wyoming Community College Commission and availability of state funds.

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<th>Signature of Program Director</th>
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