



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

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### MEMORANDUM NO. 2008 - 049

**TO:** School District Superintendents

**FROM:** Kimberly Prey, 21<sup>st</sup> Century Community Learning Centers  
Consultant, Health and Safety Unit *KKP*

**DATE:** April 4, 2008

**SUBJECT:** Student Enrichment Pilot Project Grant Application

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### INFORMATION TO SHARE --- TIME SENSITIVE MATERIAL

The Student Enrichment Pilot Project grant application is included with this memorandum. The Student Enrichment Pilot Project is a competitive grant aimed at supporting student enrichment that is directly linked to academic standards. Wyoming school districts demonstrating a high quality plan for student enrichment instruction are eligible to receive Student Enrichment Pilot funds.

Approximately \$450,000 is available for this grant program. The Student Enrichment Pilot Project has been established to provide student enrichment instruction programs to Wyoming students. Students served by these grant funds can be at any age level (elementary, middle school or high school). There is no specific target population for these funds to ensure that all students who may receive benefit from enrichment programming (gifted & talented, academically successful students, students performing at or below grade level, students who would enjoy/benefit from enrichment programming, etc.) can participate. The intention of this pilot program is to help students meet or exceed state and local standards in core academic subjects (such as language arts and math) by offering a range of high-quality opportunities for academic enrichment that support student learning and youth development principles as well as reinforce and complement regular academic programs.

All activities funded under the Student Enrichment Pilot Project must take place during the summer of 2008 and/or School Year 2008/2009. Additionally, all enrichment programs must be directly linked to academic standards.

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There is a very short turnaround time for the submission of the applications. The legislation specifies that applications must be submitted to the Wyoming Department of Education by **April 15, 2008**. Please review the grant application and project guidelines as soon as possible to ensure time for completion of the grant application requirements.

The Student Enrichment Pilot Project grant application and project guidelines can also be found on the WDE website at [www.k12.wy.us](http://www.k12.wy.us).

Please direct questions regarding this grant competition to Debi Gaines at [dgaine@educ.state.wy.us](mailto:dgaine@educ.state.wy.us) 307-777-7775 or Kimberly Prey at [kprey@educ.state.wy.us](mailto:kprey@educ.state.wy.us) 307.777.5332.

Enclosures:

- Student Enrichment Pilot Grant Application and Project Guidelines
- Forms 1-5

# Student Enrichment Pilot Project – Form 1

## Cover Page

<b>School District</b>															
<b>LEA Number</b>															
<b>School (s)</b>	Please list all district schools that will implement the student enrichment pilot programming:														
<b>Grades levels of students to be served</b> (select all that apply):	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Pre-K</td> <td><input type="checkbox"/> 6th</td> </tr> <tr> <td><input type="checkbox"/> Kindergarten</td> <td><input type="checkbox"/> 7th</td> </tr> <tr> <td><input type="checkbox"/> 1<sup>st</sup></td> <td><input type="checkbox"/> 8th</td> </tr> <tr> <td><input type="checkbox"/> 2nd</td> <td><input type="checkbox"/> 9th</td> </tr> <tr> <td><input type="checkbox"/> 3rd</td> <td><input type="checkbox"/> 10th</td> </tr> <tr> <td><input type="checkbox"/> 4th</td> <td><input type="checkbox"/> 11th</td> </tr> <tr> <td><input type="checkbox"/> 5th</td> <td><input type="checkbox"/> 12th</td> </tr> </table>	<input type="checkbox"/> Pre-K	<input type="checkbox"/> 6th	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 7th	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 8th	<input type="checkbox"/> 2nd	<input type="checkbox"/> 9th	<input type="checkbox"/> 3rd	<input type="checkbox"/> 10th	<input type="checkbox"/> 4th	<input type="checkbox"/> 11th	<input type="checkbox"/> 5th	<input type="checkbox"/> 12th
<input type="checkbox"/> Pre-K	<input type="checkbox"/> 6th														
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<input type="checkbox"/> 2nd	<input type="checkbox"/> 9th														
<input type="checkbox"/> 3rd	<input type="checkbox"/> 10th														
<input type="checkbox"/> 4th	<input type="checkbox"/> 11th														
<input type="checkbox"/> 5th	<input type="checkbox"/> 12th														
<b>Program Implementation</b>	<input type="checkbox"/> Summer 2008 <input type="checkbox"/> SY 2008/2009 <input type="checkbox"/> Summer 2008 <b>and</b> SY 2008/2009														
<b>Funding Request</b>	Total funds requested:														
<b>Project Coordinator</b>	Project Coordinator Name:  Title:  Mailing Address:  E-mail: _____ Phone: _____														
<b>Program Operation and Student Attendance</b>	<b>Program start date:</b>  <b>Program end date:</b>  <b>Number of days per week of operation:</b>  <b>Number of weeks per year:</b>  <b>Daily operating hours:</b>  <b>Proposed average daily attendance:</b>														
<b>Target Population</b> (select all that apply):	<input type="checkbox"/> Gifted and talented students <input type="checkbox"/> Academically successful students <input type="checkbox"/> Students performing at grade level <input type="checkbox"/> Students performing below grade level <input type="checkbox"/> Students who would enjoy/benefit from enrichment programming <input type="checkbox"/> Other (please describe)														
<b>Will the district use other funds to support summer and/or extended day programming in conjunction with this grant award?</b>	<input type="checkbox"/> <b>No</b>  <input type="checkbox"/> <b>Yes</b> If yes, please list the other funding sources:														

# Student Enrichment Pilot Project – Form 2

## Programming Abstract

Briefly describe the Student Enrichment Pilot Project programming that will be offered and the link to academic standards.

## Budget

Please outline and describe how the Student Enrichment Pilot Project grant funds will be utilized. The explanation should verify how the planned expenses relate to program goals.

\* Please note that this grant does not have a capitol expenditure component.

Series	Budget Amount	Brief Explanation (required)
100 – Salaries		
200 – Benefits		
300 – Purchased Services		
400 – Supplies/Materials		
600 – Indirect Costs		
<b>Total:</b>		

## **Student Enrichment Pilot Project – Form 3**

### **Enrichment Linked to Academic Standards**

**Please describe academic standards that will be addressed through Student Enrichment Pilot Project programming. Please be specific in outlining the link between enrichment programming and academic success.**

### **Evaluation**

**Please outline the qualitative and quantitative data that will be collected and the specific instruments used for this evaluation.**

# Student Enrichment Pilot Project – Form 4

## Program Vision and Goals

Please outline the vision for the program and established learning goals.

## Strategies/Activities

Describe the strategies and activities that will be implemented as part of the Student Enrichment Pilot Project.

# Student Enrichment Pilot Project – Form 5

## Statement of Assurances & Agreements

The District Superintendent for the applicant district must read the assurances and sign below.

- The project will take place in a safe and easily accessible facility.
- The applicant will maintain proper records (financial and programmatic) and allow the WDE access to all records upon request.
- The applicant will ensure evaluation requirements are met and that evaluation data is used to improve program quality.
- The applicant will submit reports to the WDE as requested and in a timely manner.
- The applicant will agree to cooperate with technical assistance and site visit personnel (if applicable).
- The applicant understands that non-compliance with the requirements and guidelines of the Student Enrichment Pilot Project may result in the termination of funds.
- Applicant will take part in the coordination of safe transportation to meet student needs.
- Applicant will ensure that students participating in the Student Enrichment Pilot Project are engaged and supported in a high quality learning environment.
- Appropriate supervision and monitoring will be in place at all times.
- Applicant agrees to ensure that established educational and enrichment activities enhance academic learning and positive youth development and the program has an intentional aim to meet established academic standards and goals.
- Applicant agrees to participate in required trainings as determined by the WDE and also participate in other opportunities for professional development.
- Applicant agrees to adhere to the goals of the grant application and overall Student Enrichment Pilot Project program.
- A Project Coordinator for the program will be assigned to ensure compliance with necessary deadlines, evaluation requirements and required trainings, as well as ensure positive correspondence with the Wyoming Department of Education. The Project Coordinator will also ensure the overall operation of the Student Enrichment Pilot Project programming meets the stated goals and that students are served in a positive, safe, engaging, and academically supportive environment.

Districts receiving Student Enrichment Pilot Project funds agree to abide by all district, state and federal laws applicable to this grant, as well as specific guidelines and/or requirements set forth in application materials and guidelines. Funded projects will be required to maintain appropriate fiscal, student and program records and submit necessary data and information.

I attest that I have read the above assurances and will comply with their provisions for the duration of the Student Enrichment Pilot Project program funding.

I certify that to the best of my knowledge, the information contained in this application is correct. If awarded funding under this grant, I certify that this project will be conducted in accordance with the funding source requirements and guidance.

\_\_\_\_\_  
Superintendent Name

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

# STUDENT ENRICHMENT PILOT PROJECT

## Grant Application & Project Guidelines



Wyoming Department of Education

Wyoming Department of Education  
Dr. Jim McBride  
Wyoming Superintendent of Public Instruction

April 2008

Enrolled Act No. 45  
Fifty-Ninth Legislature of the State of Wyoming  
2008 Budget Session

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office of Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.

This application is available from:

Wyoming Department of Education  
2020 Grand Avenue, Suite 500  
Laramie, WY 82070

or

Wyoming Department of Education  
2300 Capitol Ave.  
Hathaway Building, 2<sup>nd</sup> Floor  
Cheyenne, WY 82002

[www.k12.wy.us](http://www.k12.wy.us)

#### OPPORTUNITY FOR HEARING

An applicant whose application is recommended for disapproval may request a hearing before the State Superintendent of Public Instruction or designee. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Dr. Jim McBride  
State Superintendent of Public Instruction  
Wyoming Department of Education  
Hathaway Building, Second Floor  
2300 Capitol Avenue  
Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedure Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.

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## Submission Information

### *Primary Contacts for Student Enrichment Pilot Project*

#### **Debi Gaines**

Wyoming Department of Education  
2020 Grand Avenue, Suite 500  
Laramie, WY 82070  
307-777-7775  
307-777-6719 (fax)  
dgaine@educ.state.wy.us

#### **Kimberly Prey**

Wyoming Department of Education  
2300 Capitol Ave.  
Hathaway Building, 2<sup>nd</sup> Floor  
Cheyenne, WY 82002  
307-777-5332  
307-777-6234 (fax)  
kprey@educ.state.wy.us

## *Timeline*

<b>April 15, 2008</b>	Applications due to WDE in electronic or facsimile form. * Original application postmarked <b>April 18, 2008</b> .
<b>May 1, 2008</b>	Notification to all applicants via mail correspondence. Funded applications will receive award letter.
<b>May 27, 2008</b> 3:00 p.m.-4:00 p.m.	WEN Video Student Enrichment Pilot Project Introduction Seminar. * Seminar established to provide information, technical assistance and answer questions.
<b>October 1, 2008</b>	Funded applications must submit requested data reports. * Please note that programs implemented during SY 2008-2009 will also submit reports by October 1, 2009.

## *Application Preparation*

All applications should utilize the established forms for the Student Enrichment Pilot Project grant application. All information should be encompassed within the forms and is not to exceed the spaces designated for inclusion of text.

## *Application Deadline and Submission*

Due to the extremely short time frame for this application, grant applications must be submitted by facsimile or electronically by 5:00 p.m. on Tuesday, April 15, 2008. The original hard copy of the application must then be mailed to the WDE with a postmark no later than April 18, 2008. To ensure equity for all applicants and to meet the law specifications, applications not submitted in the proper format and by the established deadline will not be reviewed or considered for funding.

When mailing applications, address applications to:  
Debi Gaines  
Wyoming Department of Education  
2020 Grand Avenue, Suite 500  
Laramie, WY 82070

Please fax or electronically submit completed applications by April 15, 2008 to Debi Gaines at: [dgaine@educ.state.wy.us](mailto:dgaine@educ.state.wy.us) or 307-777-6719 (fax).

The Wyoming Department of Education reserves the right to reject any and all proposals received as a result of this announcement and will do so if the proposal does not adhere to eligibility criteria or application preparation instructions.

## *Application Review Process*

The Wyoming Department of Education Student Enrichment Project Team will review the applications using a predetermined application scoring rubric. Applications receiving the highest scores will be funded. If an application receives a score of 60 or less points (on a 100 point scale), it will not be considered for funding.

## *Notification of Funding Decision*

All applicants will be notified of the final funding decision through mail correspondence by May 1, 2008. Funded applications will receive an award letter as part of their notification.

## Funding and Eligibility

### *Available Funds*

Approximately \$450,000 has currently been allocated for the Student Enrichment Pilot Project. The Student Enrichment Pilot Project is a competitive grant; therefore not all districts who submit applications will receive funding. No minimum or maximum funding amount has been established, so an applicant should request the amount of funds necessary for implementing enrichment programs. It is of extreme importance that all funds requested are **reasonable and necessary** for carrying out the goals and objectives of the grant proposal.

All awards are subject to availability of Student Enrichment Pilot Project funds and appropriate implementation of programming.

An organization that receives a Student Enrichment Pilot Project grant may use the funds for allowable costs only during the grant award period (ending October 1, 2008 for summer only programs and ending June 1, 2009 for extended day programs). Unexpended grant funds may not be carried over to support programming in consecutive years.

Grants may be awarded to serve elementary, middle school and/or high school students during the summer of 2008 and/or SY 2008/2009. If enrichment programs already exist within the school and/or community, applicants are encouraged to partner with these programs to ensure high-quality enrichment can be implemented immediately.

Student Enrichment Pilot Project programs will be reimbursed monthly based on expenditure information submitted via an invoice. Invoices must be submitted each month by the 15<sup>th</sup> day of the month. Reimbursements will not exceed the awarded grant funds. Once the invoice is received, funds will typically be provided to districts within 4-6 weeks. The invoice form to utilize for this program will be provided to funded applications with the award letter (or electronically after the award letter distribution).

### *Eligible Applicants*

Wyoming school districts demonstrating a high quality plan for student enrichment instruction are eligible to receive Student Enrichment Pilot Project funds. These funds can be used in addition to other funds allocated for summer programming and/or extended day programming to supplement, enhance or expand high quality activities. Grants will be awarded to ensure that at least one program at each level (elementary, middle school and high school) is funded. Districts should explain within the application how the student enrichment will create, supplement or expand enrichment programming.

For the purposes of the Student Enrichment Pilot Project, enrichment is defined as learning opportunities and activities that engage students in developing essential skills, values and relationships as a vehicle for inspiring learning and encouraging academic and life success.

All programming under the Student Enrichment Pilot Project must take place during non-school hours (before school, after school, weekends, school holidays or summer recess periods).

## Program Information

### *Program Purpose*

The Student Enrichment Pilot Project has been established to provide student enrichment instruction programs to Wyoming students. Students served by these grant funds can be at any age level (elementary, middle school or high school). There is no specific target population for these funds to ensure that all students who may receive benefit from enrichment programming (gifted & talented, academically successful students, students performing at or below grade level, students who would enjoy/benefit from enrichment programming, etc.) can participate. The intention of this pilot program is to help students meet or exceed state and local standards in core academic subjects (such as language arts and math) by offering a range of high-quality opportunities for academic enrichment that support student learning and youth development principles as well as reinforce and complement regular academic programs.

All activities funded under the Student Enrichment Pilot Project must take place during the **summer of 2008 and/or SY 2008/2009**. Additionally, all enrichment programs must be **directly linked** to academic standards.

### *Academic Achievement*

While academic services in a specific subject area are not required, applicants must:

1. Describe how the project activities are expected to improve student academic success in core academic areas such as reading, math, language arts and science.
2. Demonstrate promise of success in providing educational and related activities that will complement and enhance academic achievement and positive youth development of students.
3. Address how the project aligns with the school district learning objectives and Wyoming academic standards.

### *High Quality Program Characteristics*

U.S. Department of Education publication *Working for Children and Families: Safe and Smart After-School Programs*

Quality summer and extended day programs should provide safe, engaging environments that motivate and inspire learning outside the regular school day. While there is no single formula for success in summer and extended day programs, both practitioners and researchers have found that effective programs combine academic, enrichment, cultural, and recreational activities to guide learning and engage children and youth in wholesome activities. They also find that the best programs develop activities to meet the particular needs of the communities they serve.

Common elements of successful summer and extended programs include:

- Goal setting and strong management,
- Quality staffing,
- Attention to safety, health and nutrition needs,
- Effective community partnerships to support programming,
- Strong family involvement,
- Enriched learning opportunities/coordinating learning with academic standards,
- Regular evaluation of program progress and effectiveness.

Applications should outline a comprehensive program that includes high quality programming and focused implementation.

## *Allowable Activities*

Each eligible applicant that receives a grant award may use the funds to carry out a broad array of high quality summer and/or extended day activities that complement the regular academic program of students and advance student achievement. Grantees are limited to providing activities within the following list and are encouraged to implement a combination of these activities to ensure a comprehensive, quality program:

- Enrichment learning programs, including providing additional assistance to students to help improve their academic achievement;
- Mathematics and science education activities;
- Arts and music education activities;
- Entrepreneurial education programs;
- Tutoring services and mentoring programs;
- Programs that provide activities for limited English proficient students that emphasize language skills and academic achievement;
- Supervised recreational activities;
- Telecommunications and technology education programs;
- Drug and violence prevention programs;
- Character education programs;
- Service-learning programs;
- Youth leadership activities;
- College awareness and preparation;
- Employment preparation or training.

**All enrichment activities must be linked to academic standards.**

**Programs implemented as part of the Student Enrichment Pilot Project should be creative, exciting, fun, engaging, relevant, active, different than the regular school-day and full of learning. Programs should also hold student attention, awaken their imagination, and inspire them to want to learn more.**

## *Project Start and End Date*

All programming under the Student Enrichment Pilot Project may begin anytime after the completion of SY 2007/2008 and may run throughout the entire summer of 2008 for summer only programs and through May 2009 for extended day programs.

## *Project Coordinator*

A project coordinator must be assigned as the manager of the grant. This individual will serve as the primary point of contact for information dissemination and coordination. This individual will be required to attend the Student Enrichment Pilot Project Introduction Seminar on May 27, 2008 as well as other necessary meetings determined by the WDE. The project coordinator will oversee all aspects of the grant to include budgetary accountability and compliance, ensuring the program goals are met, as well as organizing, compiling and submitting necessary reports and data in a timely and quality manner. The project coordinator should also be available the week of April 21, 2008 to provide clarification and/or answer questions in regards to the application.

## *Student Attendance*

Research suggests that more time spent in engaged and sustained learning activities yields greater benefits. There are no minimum instructional hours or a specific number of days for programming under the Student Enrichment Pilot Project, but activities should be available for a significant number of hours. The hours should also be consistent and dependable. Regular participation by students should be encouraged and facilitated.

## *Meals and Snacks*

Healthy meals and snacks are authorized expenditures under the Student Enrichment Pilot Project and should be offered to student participants. Contact Katie Mordhorst at the WDE (307-777-6262 or kmordh@educ.state.wy.us) for information on the Summer Food Service Program.

## Evaluation Requirements

The WDE reserves the right to change or add reporting and monitoring elements during the duration of the Student Enrichment Pilot Project. Evaluation requirements may change to ensure positive data collection as well as program quality and compliance.

### *Monitoring and Program Quality*

Site visit observations may take place to ensure program quality.

### *Evaluation*

Grantees will be required to prepare and submit both qualitative and quantitative data. No specific forms of data collection are specified, but each district must meet the following data collection requirements:

#### **Qualitative**

- Survey of student, teacher and parent satisfaction of enrichment programs.
  - The applicant must individually determine the appropriate survey instrument(s) and specify the instrument(s) to be used within the application.

#### **Quantitative**

- Student mastery (meet or exceed) of academic standards.
  - Quantitative evaluation tools must measure the **impact** and **effectiveness** of enrichment programs on student performance.
  - The applicant must individually determine the appropriate instrument(s) to display mastery data and specify the instrument(s) to be used within the application.

**Each program will also report the total number of student participants as well as basic demographic data.**

**Data may be requested more than once during the grant award period for projects that take place during the school year.**

Continuous formal and informal assessment is recommended to ensure programming is effective and high quality.

## Application Guidelines

### *What must be included in a Student Enrichment Pilot Project grant application?*

Carefully read the entire grant application and guidelines document before beginning to prepare an application.

A **complete** application must contain the following sections in the order provided below.

1. **Cover Page – Form 1**

2. **Programming Abstract – Form 2**
  - Description of overall enrichment programming.
  - Factual, brief and focused description of key program elements (including vision, goals and link to academic standards).
3. **Budget – Form 2**
  - Appropriate budget expenditures and descriptions of how the Student Enrichment Pilot Project grant funds will be utilized. The explanation should verify how the planned expenses relate to program goals.
4. **Enrichment Linked to Academic Standards – Form 3**
  - Description of academic standards that will be addressed through Student Enrichment Pilot Project programming.
  - How enrichment is linked to regular school day learning.
  - Description of how the enrichment is expected to improve student academic success in core academic areas.
  - Address how the project aligns with the school district learning objectives.
  - How the enrichment will address the identified needs of the students.
  - Focus on student academic and youth development needs. (i.e. enrichment focused on developing essential skills, values and relationships as a vehicle for inspiring learning and encouraging academic and life success).
5. **Evaluation – Form 3**
  - Data to be collected for qualitative evaluation and specific tools/instrument to be utilized.
  - Data to be collected for quantitative evaluation and specific tools/instrument to be utilized.
6. **Program Vision and Goals – Form 4**
  - Established program vision and goals aimed at supporting enrichment during summer and/or extended day.
7. **Strategies/Activities – Form 4**
  - Description of strategies and activities to be implemented.
  - Quality project design and comprehensive activities.
  - Strategies and activities are different from the regular school day.
  - Program schedule outlines sustained and consistent programming.
8. **Statement of Assurances & Agreements – Form 5**