

Request for Application

# American Rescue Plan Transition Grant (ARP TG)

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| **DEADLINE:**September 22, 20224PM ET | **ISSUED BY:**Office of Special Education and Early Learning American Rescue Plan Funding |
| **ADDRESS QUESTIONS TO:**Jennifer Bryant, Kentucky Department of EducationKDERFP@education.ky.govQuestion Deadline:September 2, 2022, 4PM ET | **SUBMIT APPLICATIONS TO:**Jennifer Bryant, Kentucky Department of EducationKDERFP@education.ky.gov\*ONLY ELECTRONIC APPLICATIONS ACCEPTEDNO HARD COPIES |

**Specific Instructions:**

Failure to follow these specific instructions will deem an applicant

non-responsive and the application will not be scored.

* Eligibility is for Kentucky Special Education Cooperatives. Each Cooperative may submit one (1) application.
* Special Education Cooperatives may apply for funding for initiatives in the following:
	+ Transition to Postsecondary
* Applicants must agree to submit grantee-reported metrics in the following areas: activities completed for the grant, number of districts/teachers served, success, collaboration, challenges, and next step.
* Must be registered in the [System for Awards Management](https://www.sam.gov/SAM/), maintain an active registration and have a Unique Entity Identifier (UEI) and a CAGE Code number.
* It is the responsibility of the applicant to continue to check the Kentucky Department of Education Competitive Grants website for any changes or updates in the RFA document.
* KDE reserves the right to waive minor technical deficiencies.

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| August 25, 2022 | RFA released | Online | N/A |
| September 1, 2022 | Live Technical assistance webinar1 PM ET  | Online | Participation is recommended.  |
| September 2, 2022 | Questions deadline | Email | N/A |
| On or Around September 6, 2022 | FAQ post | KDE competitive grants page | N/A |
| September 22, 2022 | Application deadline | Send to KDE | **Required** |
| October 3 -7, 2022 | Application review | Frankfort | N/A |
| On or around October 25, 2022 | Awardees are posted to KDE website | Online | N/A |
| October 25- November 29, 2022 | MOA process (KDE & Special Education Cooperative) | N/A | Special Education Cooperatives |
| On or aroundNovember 30, 2022 | Funding available to Special Education Cooperative | N/A | Special Education Cooperatives |

**Announcement**

The Office of Special Education and Early Learning American Rescue Plan (ARP) Teams announce a funding opportunity for Kentucky Special Education Cooperatives and Early Childhood Regional Training Centers designed to implement initiatives that would support districts in emerging stronger post-pandemic and to address pre-existing challenges that, if left unaddressed, will impede recovery from the pandemic. This grant represents an opportunity for those entities providing professional development and support to school districts across Kentucky to explore innovative ways to work with districts to reduce learning gaps, improve the equity of opportunity for all exceptional learning, or assist students with disabilities in achieving their post-school and career goals.

**Background and Purpose**

The purpose of this grant is to support regional special education cooperatives in their efforts to provide innovative learning opportunities and support for the districts they serve as everyone works to overcome the challenges faced in our schools as a result of the Covid-19 Pandemic.

Grant Applications will address one or more goal areas of the American Rescue Plan Funding received by the Office of Special Education and Early Learning.

**Funding**

The Kentucky Department of Education is pleased to make funding available under the America Rescue Plan-Elementary and Secondary School Emergency Relief Fund (ARP ESSER) “to prevent, prepare for, and respond to” COVID-19.   The purpose of these funds is to address the impact of the Covid-19 Pandemic on districts, schools, teachers, and students.

Funding will be made available for approximately a ten-month project period, with the possibility of continued funding for an additional year based on performance data and available funding.  The Kentucky Department of Education has approximately $2,000,000.00 available for this grant competition. The total award amount for each grant will be a maximum of $220,000, allowing for an estimated 9 awards.

**Funding will be provided on a quarterly reimbursement basis only.** The project activities can begin upon receipt of a fully executed contract approved by the Finance and Administration Cabinet.  Grant funds must be expended or encumbered by September 30, 2023.  **Funds cannot be encumbered for activities or services after September 30, 2023.**

**Key Terms and Definitions**

*Program supplantation:* Using grant funds to replace funding already set aside for a program currently in place.

*Program supplementing:* Funds may enhance a program depending on connection to grant goals and objectives, alignment with academic standards and if services and activities provided by the program address the needs of students identified to be served in the application.

**Transition Services and Supports**

The goals of the ARP Transition grants will include initiatives that assist students with disabilities in achieving their post-school and career goals. The Individuals with Disabilities Education Act (IDEA) necessitates that transition services require coordination of efforts relying on active student involvement, family engagement, and implementation of transition activities through collaboration with the vocational rehabilitation (VR) agency, and local educational agencies (LEAs) to aid in a transition from secondary education to adult life. Transition services and requirements address education and employment options for students with disabilities after leaving secondary school. Applications can include collaboration and coordination with institutes of higher education as well as private industry to improve post-secondary outcomes for exceptional learners.

**Grant Applications are to Focus on One or More of the Following:**

Postsecondary Transition

* Student Focused Planning
	+ IEP Development, Planning Strategies, Student Participation
* Family Engagement
	+ Family Involvement, Family Empowerment, Family Preparation
* Program Structures
	+ Program Characteristics, Program Evaluation, Strategic Planning, Policies and Procedures, Resource Development and Allocation, School Climate
* Interagency Collaboration
	+ Collaborative Framework, Collaborative Service Delivery
* Student Development
	+ Assessment, Academic Skills, Life, Social and Emotional Skills, Employment and Occupational Skills, Student Supports, Instructional Context

 \*See Taxonomy for Transition Programming 2.0 and Grant Alignment for Transition Document

 [NTACT-C\_TaxonomyforTransition](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:48cca188-16e8-37c0-a17c-a60159906665#pageNum=1)

[Grant Alignment for Transition-American Rescue Plan](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:6fa535a1-bb41-3026-a8e0-267ae9c72dd4)

**Narrative Questions to be answered as part of the application**

1. Describe the area of concern related to transition needs and/or services connected to the COVID-19 pandemic. This may include loss of learning opportunities (e.g., work-based learning), professional development needs, transition planning and/or services, and any other issues related to the COVID-19 pandemic. Use data to support your identified area of need(s).
2. Describe how you will use grant funds to help address your area(s) of concern. Describe how implementation of this initiative will remedy the negative impact of the COVID-19 pandemic.  Include an explanation of how high leverage and/or evidenced-based practices or the Taxonomy for Transition will be used as a part of your initiative. Also include how your proposal meets the goals of the Kentucky Board of Education’s United we Learn Initiative.

[United We Learn](https://education.ky.gov/CommOfEd/Documents/Vision%20for%20the%20Future%202-Pager.pdf)

1. What type of data will you provide to demonstrate that the processes, programs, strategies, or professional development utilized have enabled recovery from the COVID-19 pandemic in the identified area of concern?
2. Applicants must describe the activities and services to address any of the following seven performance goals targeted by the project. In addition, applicants must develop SMART performance indicators (objectives) and performance measures (outcomes) for each goal that will address local needs.

Goal 1: Student Focused Planning

* + IEP Development, Planning Strategies, Student Participation

Goal 2: Family Engagement

* + Family Involvement, Family Empowerment, Family Preparation

Goal 3: Program Structures

* + Program Characteristics, Program Evaluation, Strategic Planning, Policies and Procedures, Resource Development and Allocation, School Climate

Goal 4: Interagency Collaboration

* + Collaborative Framework, Collaborative Service Delivery

Goal 5: Student Development

* + Assessment, Academic Skills, Life, Social and Emotional Skills, Employment and Occupational Skills, Student Supports, Instructional Context

SMART Performance Indicators (Objectives)

A minimum of three performance indicators per goal, should be written in SMART format.

* S – Specific Outcomes
* M – Measurable
* A – Achievable
* R – Realistic
* T – Timeframe

A description of program activities to address each performance indicator must be included in this section. Activities must be developed that directly connect to the goals and identified needs. Activities must be hands-on, engaging and support student retention.

Sample format for Question 4:

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| **Need > Goal >SMART performance indicators > Activities** |
| **Need:**  |
| **Goal:**  |
| **SMART Performance Indicators** | **Activities** |
| **A)****B)****C)** |  |
| **Need:**  |
| **Goal:**  |
| **SMART Performance Indicators** | **Activities** |
| **A)****B)****C)** |  |
| **Need:**  |
| **Goal:**  |
| **SMART Performance Indicators** | **Activities** |
| **A)****B)****C)** |  |

1. How will you be able to incorporate stakeholders, such as engaging family and community partners, to assist in your area of concern?
2. Please give a detailed budget of resources, professional development, and/or programs that will be used. (Make sure to explain their significance to your project). Failure to provide a budget narrative will result in a score of 0 on the budget section. A listing of expenses must be provided in the attached budget form. Applicants are allowed up to 10 pages for the budget (inclusive of narrative and budget form(s).

\*5 Priority points will be awarded to applicants who partner with a higher education institution and provide a letter of support as an attachment.

**Unallowable Activities and Expenses**

Funds may not be used for the following:

* Capital construction projects
* Rent or lease of building space
* Computers, iPads, televisions, etc.
* Food or refreshments
* Gifts, rewards, or prizes
* Entertainment or social activities
* Scholarships
* Furniture

**Requirements:**

1. An applicant is defined as Regional Special Education Cooperative in the state of Kentucky.
2. The applicant will collaborate with their fiscal agent to manage budgeted funds received.
3. Applications must demonstrate specific needs related to the Covid-19 Pandemic.
4. Proposed project(s) must include high leverage, evidenced based instructional practices.
5. The project proposed must be contained within the special education cooperative.
6. Applicants will participate in state and federal program evaluations as requested, including engaging in online surveys, interviews, self-evaluation and monitoring, desk monitoring and other data collection as requested.
7. Applicants must submit a final report identifying outcomes and activities. Payments may be contingent upon receipt of these reports.
8. Applicants must use $1500 per year to evaluate the effectiveness of the grant.
9. IDEA funds shall not be used in the development or implementation of this proposal

**Application Components**

1. **Application Cover Page**
2. **Table of Contents (no more than one page)**
3. **Narrative**
4. **Itemized Budget Form(s) with a Budget Narrative (not included in the 15-page narrative limit; the two budget documents must not to exceed 10 pages)**
5. Certifications regarding lobbying, debartment, suspension, and other responsibility matters; and drug-free workplace requirements.
6. Letter of support from higher education institution (optional)

**Formatting Requirements**

1. **Text MUST be in Arial font (do not use a condensed or narrow version) of 12 or greater and double spaced.**
2. **Texts within charts and graphs may be 10-point and single spaced.**
3. **Bullets may be single spaced and should be 12 point.**
4. **All margins for the narrative section should be 1 inch (top, bottom and sides).**
5. **Pages MUST be numbered consecutively with the Narrative beginning page one. (Do not number the application cover or the table of contents.)**
6. **Application may not exceed 15 double-spaced pages. (Itemized budget is not included in the 15 pages.)**

**Technical Assistance**

**To assist applicants in preparing a quality proposal, KDE will offer a technical assistance session for the purpose of application preparation. A live technical assistance session will be held virtually on September 1, 2022, at 1 PM ET. A link to the session will be posted on the KDE competitive grants website.**

**Submission of Written Questions**

**KDE will only accept written questions via email through 4PM ET, on September 2, 2022. All questions should be submitted to** KDERFP@education.ky.gov

**Submission of Proposal**

Application must be received in the KDERFP email inbox no later than **4:00 p.m. ET, September 22, 2022**. Applications received after this time and date stamp will not be reviewed or considered for award.

Applicants are responsible for contacting the KDE (at kderfp@education.ky.gov confirming the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

1. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **ARPTG Cooperative Acronym** (For example, KVEC would save the original application as ARPTG KVEC.)
2. Scan a redacted copy to submit with your application. **The redacted copy MUST not contain any identifying information** including, Cooperative name/acronym, district name, school name, county name, and city name. Save the redacted application as **ARPTG Cooperative Acronym B** (For example, ARPTG KVEC B)
3. To submit applications:
* On the subject line of the email, type **ARPTG Cooperative Acronym Application**
* Email to KDERFP@education.ky.gov.
* **The date/time on the received email must be on or before 4:00 p.m. ET September 22, 2022.**
* Keep in mind, email coming into KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always sent or received on the first try.
* Applications not received by the deadline will not be reviewed or considered for award.
* Applications will be scored as received, so please ensure they are complete before emailing.
* Please do not CC others on application submissions.
* **Do not** submit Google docs.

**Redacting Instructions**

Redacting/Blinding is the removal of identifying information from an application. Identifying information is **Cooperative name/acronym,** **district name, school name, county name, and city name**. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X’d out - using the find and replace or replace feature - ex: XXX.

Please review the redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are attached and redacted properly.

**Award Notification**

Districts will receive preliminary notice of award on or around **October 19, 2022.**

**Evaluation of Proposals**

A committee consisting of persons knowledgeable in post-secondary transition, strategic planning and student development will review applications according to the scoring criteria outlined in this request for application. The evaluation process shall be completed under the direction of the KDE procurement branch.

**Scoring Rubric**

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|   | Exemplary 15-20  | Good 10-14  | Weak 9-0  |
| Question 1- Identified Area of Concern  | Strong description of identified area of concern that addresses the specific needs in relation to the aftermath of COVID-19.  | The description is too general or broad and does not justify the area of concern in relation to the effects of COVID-19.    | Description does not address area of concern as it relates to COVID-19.  |
| Question 2- Explanation of strategies of programs  | Strong explanation of high leverage strategies and/or evidence-based practices or use of the Taxonomy to Transition to be implemented along with clear description of the use of desired resources.  Includes a strong connection to United We Learn. | Explanation somewhat explains high leverage strategies and/or evidence-based practices or use of the Taxonomy to Transition to be implemented along with a description of resources used.  Includes some connection to United We Learn. | Explanation does not list high leverage strategies and/or evidence-based practices or use of the Taxonomy to Transition to be used. Weak description of how resources will be used to address are of concern. Does not connect to United We Learn. |
| Question 3 Data  | Clear and concise description of the type of data that will be used to show how the area of concern directly relates to the COVID-19 pandemic. Data collection plans are shown to be purposeful to provide evidence of potential for effective growth.    | Good description of the type of data that will be used to show how the concern relates or somewhat relates to the COVID-19 pandemic. A description of data collection and how it will show some growth.   | Poor description of the type of data that will be used to show how the identified area of concern relates to the COVID-19 pandemic. The description of data collection does not indicate it will show growth.  |
| Question 4 SMART performance goals | Provides and addresses at least three SMART performance indicators for goals that are connected to identified needs.  This includes a clear method of measurement that allows for effective evaluation of the resources used.  | Provides and addresses at least two SMART performance indicators for goals that are connected to identified needs.  This includes a clear method of measurement that allows for effective evaluation of the resources used.   | Does not provide or only provides one SMART performance indicator for goals that are connected to identified needs.  Performance Indicators that are not in the SMART format will not be scored. |
| Question 5 Family and/or Community Engagement   | Strong description of how the initiative will improve or creatively foster relationships with stakeholders (family and/or community partners), including useful activities throughout the duration of this project.   | Description of how the initiative will somewhat improve or foster relationships with stakeholders, including family and/or community partners.   | Poor or no description of how the initiative will foster relationships with family or community engagement.  |
| Question 6 Budget   | Strong description of budget expenditures which are congruent with project description.    | Good description of budget expenditures that are somewhat congruent with the project description  | Poor description of budget expenditures that do not show congruency with this project.   |
| Priority Points | 5 Priority points will be awarded to applicants who partner with a higher education institution and provide a letter of support as an attachment. |
| Total Points Possible: 120**An application scoring less than 96 points will NOT be considered for award.** |

 **Appendix of Forms**

* Application Cover Page
* Budget Form
* Certifications regarding lobbying, debarment, suspension, and other responsibility matters; and drug-free workplace requirements.

**FY23 ARP TG Application Cover Page**

| **Cooperative** |  |
| --- | --- |
| **ADDRESS** |  |
| **Director** |  | Email:  |
| **Fiscal Agent\*** **(Name of Agency)** |  |
| **Fiscal Agent Contact\*** |  | Phone:Email:  |
| **GRANT WRITER** |  | Email:  |
| **GRANT CONTACT** |  | Phone:Email: |

| **Fiscal Agent UI #:**  | **Fiscal Agent SAM CAGE Code#:** |
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\*Only required if the cooperative is not its own fiscal agent.

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

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Director Date

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Notary Date

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Notary commission expiration date

**Budget Form**

Instructions: Indicate the budget code, provide a description and amount to be expended.

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| **MUNIS Code** | **Description** | **Amount Budgeted** |
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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,”, in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not 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 in 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;

(c) 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 in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE**

**(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees , as defined at 34 CFR Part 85, Section 85.605 and 85.610:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant:

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [ ] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE**

**(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

|  |
| --- |
| NAME OF APPLICANT PR/AWARD NUMBER AND / OR PROJECT NAME |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE |
| SIGNATURE DATE  |