April

REQUEST FOR APPLICATION

CALMING SPACE MINI GRANT

| **DEADLINE****4:00 PM (ET)****June 1, 2022**  | **ISSUED BY**Kentucky Department of EducationOffice of Teaching and Learning |
| --- | --- |
|  |  |
| **ADDRESS QUESTIONS TO**Jennifer BryantKentucky Department of EducationKDERFP@education.ky.gov**Questions Deadline:****May 24, 2022 - 4:00 PM (ET)** | **SUBMIT APPLICATIONS TO**Jennifer Bryant Kentucky Department of EducationKDERFP@education.ky.govOnly 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 limited to Kentucky public schools and state schools.
* Each district may submit one application to serve up to four schools. The fiscal agent for the application must be a local school district.
* 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 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** |
| --- | --- | --- | --- |
| May 10, 2022 | RFA released | Online | N/A |
| May 23, 2022 | Live Technical assistance webinar  | Online | Participation is recommended.  |
| May 24, 2022 | Questions deadline | Email | N/A |
| On or Around May 25, 2022 | FAQ post | KDE competitive grants page | N/A |
| June 1, 2022 | Proposal deadline | Send to KDE | **Required** |
| June 4-June 10, 2022 | Proposal review | Frankfort | N/A |
| On or around June 15, 2022 | Awardees are posted to KDE website | Online | N/A |
| June 15 – July 15, 2022 | MOA process (KDE & LEA) | N/A | Districts |
| On or aroundJuly 18, 2022 | Funding available to LEA | N/A | Districts |

**Background**

The Kentucky Department of Education is pleased to make funding available under the Elementary and Secondary School Emergency Relief Fund II (ESSER II) “to prevent, prepare for, and respond to” COVID-19.

Kentucky has received a total of $90,000 funding from ESSER II to enhance social-emotional skills, specifically for self-management within our schools. This money will be distributed to eligible schools to support self-management strategies for all students.

1. Nine (9) schools will be awarded $10,000 grants for the 2022-2023 school year.
2. Data-tracking tool provided by KDE will be used to track fidelity and outcomes.
3. Training for staff will be provided based on the needs of the school.

Options to apply for - Examples of each are shown below.

1. [Calming Space in classrooms](https://docs.google.com/document/d/1RpysrbOrJQ8JHTSPL-0ZStsLyJDsCbKu0pbVzqDcKdI/edit?usp=sharing)
2. [Calming Room](https://docs.google.com/document/d/1VtScexGv7w-BWJ2utOdLybrbvP7RTOjClOKa61qmtjQ/edit?usp=sharing)
3. [Calming Cart](https://docs.google.com/document/d/1I7wkf6JCp0Dh74iaHxw-ogBWcvXnXtvN/edit?usp=sharing&ouid=100855941025986029048&rtpof=true&sd=true)

**Funding**

This is a competitive grant for a single award amount (i.e., not multiple years). The KDE has approximately $90,000 available for this grant competition. The total award amount for each mini grant will be a one-time $10,000 award, allowing for an estimated 9 awards. Nine schools, (one from each regional cooperative), will be chosen for the 22-23 school year.

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.

**Requirements for Funded Districts**

**The Application Narrative Must Include the following:**

Part 1: Description and design of space (short answer)

 Please provide a detailed description and/or illustration of your design proposal based on your choice for this space (The ideal applicant will include a description and an illustration). Please include the planned location for the space, the layout of space, supervision/staffing plans for the space, and any other relevant information.

Part 2: Sustainability of calming space, room, and/or cart (short answer)

 Please provide a description of your plan to ensure this space will be sustained within your school/district setting beyond this funding this school year.

Part 3: Student Engagement and Voice (short answer)

Please provide details about how you will involve students in the creation and upkeep of the calming space.

Part 4: Informing Students (short answer)

Please provide a descriptive lesson plan for teaching students about this school-wide initiative. (The ideal applicant will include a [sample lesson plan](https://docs.google.com/document/d/1zqBm7Z9FgPfqG-ocegfpm0ogj2mFB7jprY3JRHqdF5g/edit?usp=sharing) that may include expectations, procedures of use, and/or methods to address possible issues with overuse, etc.…)

Part 5: Student Wellness (short answer)

Please provide a narrative describing the benefits this initiative will have on student wellness in your school/district. (The ideal applicant will include data in their response.)

Part 6: Parent, Family, and Community Engagement (short answer)

Please describe your plan for parent, family, and community engagement for this new initiative.

Part 7: Social-Emotional Learning Tier 1 (short answer)

Please describe the Social-Emotional Learning Tier 1 Initiatives your building already implements. (The ideal applicant will include the stakeholder input used to determine these initiatives, e.g., data.)

Part 8: Budget (short answer and table)

Please provide a budget narrative of the potential materials you will purchase for the option you have chosen, including projected costs in your narrative. Also, provide a detailed budget listing the potential materials with projected costs of each item you will use with the option you have chosen. (Virtual options should be considered)

Part 9: Prior Professional Development Training (short answer)

Please discuss prior professional development training your staff has had in regard to social-emotional learning (e.g., trauma-informed practices, PBIS)

Part 10: Additional Training (short answer)

Please describe the additional training your staff needs to implement this calming space initiative schoolwide.

Part 11: District Trauma Plan

Provide a copy of your district’s trauma plan.

The district *must* comply with the provisions of all applicable acts, regulations and assurances and follow provisions of [Uniform Grant Guidance for Federal Awards in 2 CFR Part 200 and 3474](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and the [Education Department General Administrative Regulations](https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html) (EDGAR).

Signatures must be obtained from the superintendent and principals who will be overseeing and participating in grant-funded initiatives as well as a superintendent signed Certifications regarding lobbying: debarment, suspension, and other responsibility matters: and drug-free workplace requirements.

**Allowable Use of Funds**

Allowable use of funds for expenses specific to the district’s KDE-approved plan developed for this grant must align with the prosed uses of ESSER funds to “to prevent, prepare for, and respond to” COVID-19 and

* Items that will be used as tools for self-management within the calming space, cart, or room as chosen by school.
* Programming and supports for students, or professional learning for staff that utilizes implementation of this initiative to ensure fidelity.
* Social-emotional learning, life skills, and wellbeing supports, curriculum and programming
* Strategies that focus on self-management for students
* Student voice initiative to capture and respond to student perceptions/needs

**Unallowable Use of Funds**

* Equipment purchases such as smartboards, computers, printers, tablets.
* Cell phone(s) and related expenses
* Incentive items such as T-shirts, gift cards, stipends for participation
* Personal expenses for students (utilities, food, clothing, hygiene products, etc.)
* Food
* Program supplantation, which includes paying the salary of existing staff.

**Allocation of Funds**

Funds will be allocated to districts who will then distribute and apply them according to their KDE-approved plan. Funds will be distributed to the designated district.

**Proposal Components**

The following must be included in each application:

1. The application cover page which includes identifying information for the district
	1. Options school is applying for: Calm Room, Corner, and/or Cart selected
	2. Cooperative Region selected
	3. District name
	4. District address
	5. School name
	6. School address
	7. Principal name and contact information
	8. Superintendent name and contact information
	9. Grant Writer name and email address
	10. District contact name, email address and phone number.
	11. Notarized signatures of Superintendent and Principal 1.
2. Additional schools supplemental information (if needed).
3. Completion of the Application Narrative. The narrative and responses should not exceed ten (10) pages (the budget summary worksheet is not included in the 10 pages).
4. Budget summary worksheet that includes MUNIS codes and detailed descriptions of budget items that clearly indicate each expenditure and is directly connected to the implementation plan.
5. Certifications regarding lobbying, department, suspension, and other responsibility matters; and drug-free workplace requirements.

**Formatting Requirements**

The responses within the implementation plan should be Calibri 11-point font with 1.0 spacing.

**Technical Assistance**

To assist applicants in preparing a quality proposal, the KDE will offer a technical assistance session for the purpose of application preparation. A live technical assistance session will be held on **May 23, 2022**. A link to the session will be posted on the KDE competitive grants website.

**Resources –**

* [How to Create a School Calming Room for Students (demco.com)](https://ideas.demco.com/blog/how-to-create-a-school-calming-room/)
* [Calming Spaces (mindpeacecincinnati.com)](http://mindpeacecincinnati.com/wp-content/uploads/General-Calming-Space-Info-3.pdf)
* [Schools Are Embracing Mindfulness, But Practice Doesn't Always Make Perfect : NPR](https://www.npr.org/2020/02/27/804971750/schools-are-embracing-mindfulness-but-practice-doesnt-always-make-perfect)
* [Mindfulness Room Design | awecosocial](https://www.awecosocial.com/mindfulness-room-design)
* [How to Create Calming Classroom Decor | Decrease Visual Clutter | Increase Focus (adayinourshoes.com)](https://adayinourshoes.com/calming-classroom/)
* [Virtual Calming Room (scusd.edu)](https://calmingroom.scusd.edu/home)
* [Sensory Room Archetype | Mysite 1 (atwizard.org)](https://www.atwizard.org/senory-room-archetype) (these items are also useful within a calming space)
* [The Classroom Calming Corner - Watson Institute (thewatsoninstitute.org)](https://www.thewatsoninstitute.org/watson-life-resources/situation/classroom-calming-corner/#:~:text=%20Utilize%20the%20Calming%20Corner%20with%20all%20of,while%20still%20allowing%20visibility%20by%20the...%20More%20)
* [Cool Down Area Starter Kit.pdf - Google Drive](https://drive.google.com/file/d/1hBzHU5oaOvNtjB5btRfVm7WwObPNSkXO/view)
* [A Calming, Classroom Environment](https://www.headteacher-update.com/best-practice-article/a-calming-therapeutic-classroom-environment/167066/)
* [Benefits of Creating A Calming Space In Classrooms](https://blog.shapeamerica.org/2020/02/3-benefits-of-creating-a-calm-classroom-climate/)

**Submission of Written Questions**

**The KDE will only accept written questions via email through 4:00 PM (ET) on May 24, 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, June 1, 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 **CALM23 District** (For example, Franklin County would save the original application as CALM23 Franklin.)
2. Scan a redacted copy to submit with your application. **The redacted copy MUST not contain any identifying information** including, district name, school name, county name, and city name. Save the redacted application as **CALM23 DistrictB** (For example, CALM23 FranklinB)
3. To submit applications:
* On the subject line of the email, type **CALM23 District**
* Email to KDERFP@education.ky.gov.
* **The date/time on the received email must be on or before 4:00 p.m. ET June 1, 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 send google docs.

**Redacting Instructions**

Redacting/Blinding is the removal of identifying information from an application. Identifying information is **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 **June 15, 2022.**

**Evaluation of Proposals**

A committee consisting of persons knowledgeable in student self-management strategies and social-emotional health 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.

**Calming Spaces Grant Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exceeds****(9-10 pts.)** | **Meets****(6-8 pts.)** | **Approaches****(3-5 pts.)** | **Does Not Meet****(0-2 pts.)** |
| **Description and design of space** | Narrative includes specific description and/or detailed illustration of the design proposal based on the school/district’s choice for the space and includes planned location for the space and the layout of the space. | Narrative includes some description and/or a minimal illustration of the design proposal based on the school/district’s choice for the space and includes planned location for the space or layout of the space. | Narrative includes minimal description and/or an unclear illustration of the design proposal based on school/district’s choice for the space or does not include planned location for the space or and the layout of the space. | Narrative does not include description and/or illustration of the design proposal based on the school/district’s choice for the space or planned location for the space and the layout of the space. |
| **Sustainability of calming space, room, and/or cart** | Narrative includes detailed description of school/district’s plan to ensure space will be sustained within their setting | Narrative includes some description of school/district’s plan to ensure space will be sustained within their setting | Narrative includes minimal description of school/district’s plan to ensure space will be sustained within their setting | Narrative does not include a plan for sustainability |
| **Student Engagement and Voice** | Narrative provides a detailed process of using student-voice to help drive creation and upkeep of the calming space.  | Narrative provides some information about the process for using student-voice to help drive creation and upkeep of calming space.   | Narrative provides minimal information about the process of using student-voice to help drive creation and upkeep of calming space. | Narrative does not provide any process for using student-voice to help drive creation and upkeep of calming space.  |
| **Informing Students** | Narrative provides a detailed and proactive plan for teaching students about this school-wide initiative that includes specific skills students will learn within calming space and expectations of use of the space, including a lesson plan or video sample and procedures of use and issues with overuse, etc. | Narrative provides a detailed plan for teaching students about this school-wide initiative that includes some skills students will learn within calming space and some expectations of use of the space and includes a lesson plan or video sample or procedures of use or issues with overuse, etc.  | Narrative provides a minimal plan for teaching students about this school-wide initiative and includes minimal skills students will learn within calming space and minimal expectations of use of the space. | Narrative does not provide a plan for teaching students about this school-wide initiative.  |
| **Student Wellness** | Narrative includes a detailed explanation of benefits this initiative will have on student wellness, including data.  | Narrative includes some explanation of benefits this initiative will have on student wellness, including data. | Narrative includes minimal explanation this initiative will have on student wellness and does not include data. | Narrative does not include an explanation this initiative will have on student wellness and does not include data. |
| **Parent, Family, and Community Engagement** | Narrative provides a detailed plan for parent, family, and community engagement for this new initiative. | Narrative provides a brief plan for parent, family, and community engagement for this new initiative. | Narrative provides minimal plan for parent, family, and community engagement for this new initiative. | Narrative does not provide a plan for parent, family, and community engagement for this new initiative. |
| **Social-Emotional Learning Tier 1** | School/district proactively implements a variety of SEL Tier 1 Initiatives throughout the school year and training is determined based on a variety of stakeholder input (data, input, etc.). | School/district proactively implements some SEL Tier 1 Initiatives throughout the school year and training are determined based on stakeholder input (data, input, etc.). | School/district implements minimal SEL Tier 1 Initiatives throughout the school year and training is not determined based on stakeholder input (data, input, etc.). | School/district does not implement SEL Tier 1 Initiatives, or no initiatives are mentioned in the narrative. |
| **Budget** | Applicant provides a detailed list of potential materials to be used with the chosen option, including prices that are within budget. | Applicant provides a brief list of potential materials to be used with the chosen option, including prices that are within budget | Applicant provides a minimal list of potential materials to be used with the chosen option and may include prices that may or may not be within budget. | Applicant does not provide a list of potential materials to be used with the chosen option. |
| **Prior Professional Development Training****AND****Additional Training** | School provides a detailed description and list of prior trainings and evidence of the impact it has had on their school. Applicant provides detailed narrative of the additional training staff will need to implement this initiative school-wide. | School provides a brief description of prior trainings and the impacts. Applicant provides a brief narrative of the additional training staff will need to implement this initiative school-wide. | School provides minimal or vague details of prior trainings. Applicant provides minimal narrative of the additional training staff will need to implement this initiative school-wide. | School provides no evidence of any prior training. Applicant does not provide a narrative of the additional training staff will need to implement this initiative school-wide. |
|  **District Trauma Plan** | Applicant provides a plan that is a detailed, proactive approach to trauma-informed practices. It includes specific, research-based strategies. | Application provides a brief plan that includes a broad overview of approaches for trauma-informed strategies. | Application provides a plan that is minimal of what district uses within the plan. | A score of 0 will be awarded if the District Trauma plan is not provided |
| **TOTAL Points Available: 100 Points**  |

**Appendix of Forms**

* Application Cover Page
* Additional Schools Supplement
* District Budget Worksheet (attachment)
* Certifications regarding lobbying, debartment, suspension, and other responsibility matters; and drug-free workplace requirements.

**FY23 Calming Spaces Application Cover Page**

**Option:** [ ] Calming Space in Classrooms [ ] Calming Room [ ] Calming Cart

**Cooperative Region:** [ ] CKEC [ ] GRECC [ ] KEDC [ ] KVEC [ ] NKCEDS [ ] OVEC [ ] SSCEC [ ] WKEC [ ] JCECES or state schools

| **DISTRICT NAME** |  |
| --- | --- |
| **DISTRICT ADDRESS** |  |
| **SCHOOL 1 NAME** |  |
| **SCHOOL 1 ADDRESS** |  |
| **PRINCIPAL 1 NAME** |  | Email:  |
| **SUPERINTENDENT** |  | Email:  |
| **GRANT WRITER** |  | Email:  |
| **GRANT CONTACT\*** |  | Phone:Email: |

| **Fiscal Agent UI #:**  | **Fiscal Agent SAM CAGE Code#:** |
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**\*This person should be reachable during June 15- July 17, 2022 and have the authority to assist KDE staff with any budget and/or MOA issues.**

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 the district and school 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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Superintendent Date

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Principal 1 Date

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Notary Date

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Notary commission expiration date

**FY23 Calming Spaces Additional Schools Supplement**

| **SCHOOL 2 NAME** |  |
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| **SCHOOL 2 ADDRESS** |  |
| **PRINCIPAL 2 NAME** |  | Phone: Email:  |
| **PRINCIPAL 2 SIGNATURE** |  |
|  |  |
| **SCHOOL 3 NAME** |  |
| **SCHOOL 3 ADDRESS** |  |
| **PRINCIPAL 3 NAME** |  | Phone:Email: |
| **PRINCIPAL 3 SIGNATURE** |  |
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| **SCHOOL 4 NAME** |  |
| **SCHOOL 4 ADDRESS** |  |
| **PRINCIPAL 4 NAME** |  | Phone:Email: |
| **PRINCIPAL 4 SIGNATURE** |  |
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**District Budget Worksheet**

Instructions: Indicate the MUNIS Object Code, provide a description and amount to be expended. While matching funds are not a requirement of the grant, the ability and willingness of the district and its partners to leverage other funds and services is a key sign of capacity and potential sustainability of the project.

Please refer to the ESSER II funding matrix for allowable object codes: [ESSER I\_ESSER II and ARP-ESSER\_Funding Matrix102521](https://education.ky.gov/_layouts/download.aspx?SourceUrl=https://education.ky.gov/districts/fin/Documents/ESEER%20I_ESSER%20II%20and%20ARP-ESSER_Funding%20Matrix102521.xlsx).

| **MUNIS Code** | **Description****(Explanation of Expenditure; Source of Match)** | **Amount Budgeted** | **Amount Matched** |
| --- | --- | --- | --- |
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|  | **TOTAL Budget Amount** |  |  |

**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.**

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