

REQUEST FOR PROPOSAL

STUDENT RE-ENGAGEMENT MINI GRANT

| **DEADLINE****4:00 PM (ET)****August 28, 2020**  | **ISSUED BY**Kentucky Department of EducationDivision of Student Success  |
| --- | --- |
|  |  |
| **ADDRESS QUESTIONS TO**Jennifer Bryant Kentucky Department of EducationKDERFP@education.ky.gov**Questions Deadline:****August 17, 2020 - 4:00 PM (ET)** | **SUBMIT APPLICATIONS TO**Jennifer Bryant Kentucky Department of EducationKDERFP@education.ky.govOnly electronic applications acceptedNo hard copies |

**SPECIAL INSTRUCTIONS:**

* Eligibility is limited to Kentucky public school districts and state schools.
* **Districts** submit the application and will apply on behalf of middle school(s), high school(s) and/or alternative education programs.
* KDE reserves the right to waive minor technical deficiencies.

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| August 1, 2020 | RFA released | Online | N/A |
| August 12, 2020 | Technical assistance webinar posted | Online | Watching this recorded TA session is recommended  |
| August 17, 2020 | Questions deadline | Email | N/A |
| August 28, 2020 | Proposal deadline | Send to KDE | **Required** |
| Sept. 14/15, 2020 | Proposal review | Frankfort | N/A |
| On or around October 1, 2020 | Awardees are posted to KDE website | Online | N/A |
| October 2020 | MOA process (KDE & LEA) | N/A | Districts |
| On or aroundNovember 1, 2020 | Funding available to LEA | N/A | Districts |

**Background**

The Kentucky Department of Education is pleased to make available funding to assist schools and district in re-engagement efforts through a mini-grant opportunity. **These funds are intended to provide specific, targeted supports and interventions for students who have a prior drop-out status, are at risk of dropping out, or have been unreachable since the COVID-19 shelter at home orders. The primary aim of the grant is increasing the numbers of students becoming re-engaged in the educational process towards graduation.**

These awards are being made as a part of KDE’s [Persistence to Graduation](https://education.ky.gov/school/Pages/Persistence-to-Graduation.aspx) dropout prevention and re-engagement initiatives under Title IV, Part A in the [Revised Consolidated State Plan under the Every Student Succeeds Act](https://education.ky.gov/comm/Documents/Kentucky%20Department%20of%20Education%20Consolidated%20State%20Plan_December%202019.pdf). KDE has developed [resources](https://education.ky.gov/school/Documents/PtG%20Practice%20Briefs.pdf) to support four key areas of Persistence to Graduation:

* [Alternative education](https://education.ky.gov/school/Documents/PtG%20Practice%20Brief%20Alternative%20Education.pdf)
* [Community partnerships](https://education.ky.gov/school/Documents/PtG%20Practice%20Brief%20Community%20Partnerships.pdf)
* [Culture and climate](https://education.ky.gov/school/Documents/PtG%20Practice%20Brief%20Culture%20and%20Climate.pdf)
* [Student transitions and re-engagement](https://education.ky.gov/school/Documents/PtG%20Practice%20Brief%20Student%20Transitions%20and%20Reengagement.pdf)

Funds are available to support activities in middle schools, high schools, and alternative education programs. Districts can submit one application. The project can propose work supporting students in multiple schools; but should be focused enough to have the potential for significant impact on the number of schools or student groups targeted for intervention.

**Funding**

This is a competitive grant for a single award amount (i.e. not multiple years). The KDE has approximately $400,000 available for this grant competition. The total award amount for each mini grant will be a one-time $50,000 award, allowing for an estimated 8 awards.

The project activities can begin as soon as funds are received. Grant funds must be expended or encumbered by September 30, 2021.

**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 academic needs of students identified to be served in the application.

**Requirements for Funded Districts**

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

**Part 1: Re-Engagement Project Design**

Identify the main components of your re-engagement efforts with particular attention to students who have dropped out or are at risk of dropping out.

* 1. How are students/staff identified for participation?
	2. What evidence-based or evidence-informed strategies are being proposed to address the need?
	3. What are your anticipated outcomes?
	4. What are the anticipated challenges you might face? How do you plan to address these challenges?

**Part 2: Re-engagement Project Description of Need**

Identify the data sources used in designing your re-engagement program including any relevant trend data and/or dropout data, student voice data, exclusionary discipline data, etc. Consider including data tables and/or graphs used by the team in designing this re-engagement programming. Include rationale based on the data for the re-engagement program design being proposed. The [KDE supplemental data (learning environment tab)](https://openhouse.education.ky.gov/Data) has dropout data for districts and schools across five years. Data sources could also include the following available through Infinite Campus:

1. [Early Warning Tool](https://education.ky.gov/educational/int/Pages/EarlyWarningAndPersistenceToGraduation.aspx) – The path to this report in IC is Student Information / Counseling / Early Warning
2. [Chronic Absenteeism Report](https://education.ky.gov/districts/tech/sis/Documents/IC_CustomRpt_Chronic_Absenteeism.pdf) – The path to this report in IC is KY State Reporting / KDE Reports / Chronic Absenteeism
3. Transient Student Report – The path to this report in IC is KY State Reporting / KDE Reports / Transient Population
4. [School report card](https://www.kyschoolreportcard.com/?year=2019) data
5. [Impact survey](https://www.impactky.org/) data
6. [Measure of America](https://measureofamerica.org/disconnected-youth/) youth disconnection data

**Part 3: Re-engagement Implementation**

1. Identify the individuals involved in the design of this re-engagement program, including their roles in the implementation of programming if appropriate.
2. Include anticipated staffing positions, noting their unique qualifications as appropriate, to effectively implement the re-engagement program design.

**Part 4: Evaluation Plan**

1. Identify how activities will be monitored
2. Identify what data will be collected and used to demonstrate degree to which outcomes are met.

**Part 5: Budget Information**

Provide a brief narrative of the budget request for the program design and a breakdown of expenditures according to the following budget categories:

Line 1. Personnel: Enter project personnel salaries, wages, or stipends only (consultant fees are under contractual below).

Line 2. Fringe Benefits: The district’s normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Line 3. Travel: Indicate the travel costs of employees and participants only. (Consultant travel is under line 6 below).

Line 4. Equipment: Indicate the costs of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant for financial statement purposes or $5,000 per article.

Line 5. Supplies: Show all tangible, expendable personal Property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relative low unit cost (less than $5,000). Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the grant.

Line 6. Contractual: the contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category of the consultant’s services are obtained through a written, binding agreement or contract.

Line 7. Construction: Not applicable

Line 8. Other: Indicate all direct costs not covered on lines 1-6. For example, costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. Do not include costs that are included in the indirect costs rate.

Line 9. Total Direct Costs: The sum of lines 1-8.

Line 10. Indirect Costs: Indicate the applicant’s approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate with KDE leave this line blank.

Line 11. Total Cost: This should equal to sum of lines 9-10 (total direct + indirect costs).

The district *must* comply with the provisions of all applicable acts, regulations and assurances and follow provisions of [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 assurance of commitment.

**Allowable Use of Funds**

Allowable use of funds for expenses specific to the district’s KDE-approved plan developed for this grant.

* Efforts to locate/reach and support students who have been unreachable since the start of the COVID-19 shelter in place order
* Programming and supports for students, or professional learning for staff that utilizes one or more of the [promising practices](https://gradnation.americaspromise.org/sites/default/files/d8/Re-engagement-White-Paper_0.pdf) (see page 9 on the hyperlink) for the re-engagement of students who have dropped out.
* Social-emotional learning, life skills, and wellbeing supports, curriculum and programming
* Strategies that minimize barriers to school completion (e.g., mental health supports, tutoring/mentoring, sense of belonging)
* Stipends for teachers to facilitate learning and monitor student progress (in keeping with local board policy)
* Student voice initiative to capture and respond to student perceptions/needs
* Initiative to facilitate an intentionally equitable, caring, uplifting and trauma sensitive culture and climate.
* Partnerships with community organizations and agencies for alternative hours (e.g., evening school, mentoring at public library, drop-in centers) ; and partnerships for a community campaign for re-engagement
* Strategies for effective communication and collaboration with parents/guardians of re-entry students
* Program supplementation

**Unallowable Use of Funds**

* Equipment purchases such as smartboards, computers, printers, tablets
* Incentive items such as T-shirts
* Food
* Program supplantation

**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. District name
	2. District address
	3. School name(s)
	4. School address(es)
	5. Principal name(s) and contact information
	6. Superintendent name and contact information
	7. District Contact/Grant Writer name and email address
	8. Superintendent’s notarized signature
2. Principal Signature page
3. Additional Schools Supplement (if needed)
4. Completion of the Application Narrative. The narrative and all responses should not exceed ten (10) pages (the budget summary worksheet is not included in the 10 pages).
5. 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.
6. 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 pre-recorded technical assistance session will be posted on **August 12, 2020**. The session will be available on the KDE competitive grants website.

**Resources**

* U.S. Department of Education What Works Clearinghouse: [*Preventing Dropout in Secondary Schools*](https://ies.ed.gov/ncee/wwc/Docs/PracticeGuide/wwc_dropout_092617.pdf)
* [Everyone Graduates Center](http://new.every1graduates.org/resources/) at John’s Hopkins University
* [America’s Promise Alliance](https://gradnation.americaspromise.org/)
	+ [*Grad Nation: A Guidebook to Help Communities Tackle the Dropout Crisis*](https://eric.ed.gov/?id=ED505363)
	+ [*Back to School: Exploring Promising Practices for Re-engaging Young People in Secondary Education*](http://www.projectuturn.net/docs/re-engagement_whitepaper.pdf)
	+ [Don't Call Them Dropouts: Understanding *t*he Experiences of Young People Who Leave High School Before Graduation](https://www.americaspromise.org/report/dont-call-them-dropouts)
	+ [*Barriers to Success Moving Toward a Deeper Understanding of Adversity’s Effects on Adolescents*](https://www.americaspromise.org/report/barriers-success)
* [Attendance Works](https://www.attendanceworks.org/)

**Submission of Written Questions**

**The KDE will only accept written questions via email through 4:00 PM (ET) on August 17, 2020.** 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, August 28, 2020**. 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 **ENGAGE\_20\_DistrictName** (For example, Franklin County would save the original application as ENGAGE\_20\_Franklin County.)
2. Scan a blind copy to submit with your application. **The bind copy must not contain any identifying information** (i.e., district name, school name, county, individual names, etc.) Save the blinded application as **ENGAGE\_20\_DistrictNameBLIND** (For example, ENGAGE\_20\_FranklinBLIND)
3. To submit applications:
* On the subject line of the email, type **ENGAGE/name of district**.
* Email to KDERFP@education.ky.gov.
* **The date/time on the received email must be on or before 4:00 p.m. ET, August 28, 2020.**
* 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.

**Award Notification**

Districts will receive preliminary notice of award on or around **October 1, 2020.**

**Evaluation of Proposals**

The Re-engagement mini-grant competition is subject to a review process, conducted through the KDE Grants Branch. Persons with a background in education and dropout prevention will evaluate the proposals using specified evaluation criteria. Based on the scores of these reviewers, proposals will be ranked and awarded as funding allows. KDE reserves the right to consider geographic and demographic factors in the selection of funded proposals.

**Re-Engagement Mini grant Rubric**

|  | Exemplary (7-9 points) | Adequate (4-6 points) | Weak (0-3 points) |
| --- | --- | --- | --- |
| Re-Engagement Project Overview and Alignment (Project Design #1) | Project plans and activities align well with the grant objectives | Project plans and activities align somewhat with the grant objectives  | Project plans and activities do not align well with the grant objectives  |
| Re-Engagement Project Description of Needs(#2) | Strong rationale and significance ofproposed work. Addresses specific need(s) for re-engagement. Specific district data is used in the justification. | Rationale or significanceof project tends towardtoo general. Some data is used in the justification and/or the data is not specific. | Unconvincing or no evidence of need presented, or proposal does not address stated need. |
| Re-Engagement Implementation and Evaluation(#3 and 4) | Clear picture of how data will be collected and used to demonstrate degree to which outcomes are met. | Good understanding ofanticipated specificresults or success, butplan lacks some detailsabout data or methods. | Missing evaluation portion; or poor explanation of evaluation data or methods. |
| Budget planning / Feasibility(#5) | Personnel, project activities timeline, and budget expenditurescongruent with project description and outcomes. | Some deficiencies exist inpersonnel, timeline, orbudget within tolerablerange, outcomes appearachievable. | Insufficient information about personnel, project activities timeline, or budget expenditures to gauge feasibility. |

**Appendix of Forms**

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

**Application Cover Page**

| **DISTRICT NAME** |  |
| --- | --- |
| **DISTRICT ADDRESS** |  |
| **SCHOOL 1 NAME** |  |
| **SCHOOL 1 ADDRESS** |  |
| **PRINCIPAL 1 NAME** |  | Phone: Email:  |
| **SCHOOL 2 NAME** |  |
| **SCHOOL 2 ADDRESS** |  |
| **PRINCIPAL 2 NAME** |  | Phone:Email: |
| **SUPERINTENDENT** |  | Phone:Email:  |
| **GRANT CONTACT/WRITER** |  | Phone:Email:  |

**Additional school information can be completed on the Additional Schools Supplement on page 9.**

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary commission expiration date

**Principal Signature Page**

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the school principal. I/We agree to the requirements listed in the Re-Engagement Mini Grant RFA and will comply with the assurances applicable to this grant.

| **School** | **Principal Signature** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional Schools Supplement**

| **SCHOOL 3 NAME** |  |
| --- | --- |
| **SCHOOL 3 ADDRESS** |  |
| **PRINCIPAL 3 NAME** |  | Phone: Email:  |
| **SCHOOL 4 NAME** |  |
| **SCHOOL 4 ADDRESS** |  |
| **PRINCIPAL 4 NAME** |  | Phone:Email: |
| **SCHOOL 5 NAME** |  |
| **SCHOOL 5 ADDRESS** |  |
| **PRINCIPAL 5 NAME** |  | Phone:Email: |
| **SCHOOL 6 NAME** |  |
| **SCHOOL 6 ADDRESS** |  |
| **PRINCIPAL 6 NAME** |  | Phone: Email:  |
| **SCHOOL 7 NAME** |  |
| **SCHOOL 7 ADDRESS** |  |
| **PRINCIPAL 7 NAME** |  | Phone:Email: |

**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.

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

**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  |