



ADRIAN M. FENTY, MAYOR

Executive Office of the Mayor

**LEARN AND SERVE AMERICA
K-12 SCHOOL-BASED GRANT
GUIDELINES AND APPLICATION
2008-2009**



Due November 16, 2007 at 5:00PM

OVERVIEW: DEFINITION & GOALS

What Is Service-Learning?

Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. This is carried out while promoting personal growth, developing a lifelong ethic of service, and helping young people to develop the skills needed for productive citizenship.

Learn and Serve America

Learn and Serve America (LSA) is a program of the Corporation for National and Community Service (CNCS) that supports service-learning in K-12 schools, higher education institutions, and community-based organizations. Serve DC will provide LSA grants support and administer the funding provided through federal funds from CNCS. District and federal rules and regulations regarding the appropriate use of grant funding apply. In addition to providing grant funding, Serve DC provides oversight and technical support to sub-grantee programs. Oversight includes monitoring, conducting informal site visits and desk audits, fiscal monitoring, and reviewing reporting requirements. Serve DC provides support to sub-grantees which includes project coordinator trainings, meetings, and one-on-one technical assistance.

Serve DC

The mission of Serve DC, the DC Commission on National and Community Service (DC-CNCS), is to strengthen and promote the District of Columbia's spirit of service and does so through partnerships, national service and volunteerism:

Partnerships: Develops partnerships among civic groups, government agencies, educational institutions, nonprofit organizations, faith-based organizations, and the business community

National Service: Administers AmeriCorps and Learn and Serve America programs in the District of Columbia and facilitates collaboration among all streams of service including Senior Corps and Volunteers in Service to America (AmeriCorps*VISTA)

Volunteerism: Encourages citizens of all ages and backgrounds to participate in a variety of community needs by volunteering. Leads the Citizen Corps initiative, which provides opportunities for citizens to volunteer and make their communities safer, stronger and better prepared to address threats of terrorism, crime and disasters

In 2006, Serve DC outlined three strategic goals in its State Service Plan for the District of Columbia: Civic Engagement, Emergency Preparedness, and Disability Inclusion. Serve DC's Civic Engagement goals include expanding service-learning opportunities for DC youth during in-school and out-of-school time in the District of Columbia through Learn and Serve America.

This grant competition is devoted to increasing opportunities for youth to be engaged as leaders and change agents in their schools and in their communities. Awards will be made to K-12 public schools and public charter schools in the District of Columbia to incorporate service-learning as an educational strategy in the classroom. This initiative will support a wide range of program activities that emphasize authentic youth civic engagement and enable youth to meet local environmental, educational, public safety, homeland security, or other community needs.

Purpose of Learn and Serve America School-Based Grants

Learn and Serve America (LSA) School-Based grants support the development of high-quality, service-learning programs in public K-12 schools. The goals of the Serve DC LSA grants are to fund programs that:

- Expand and institutionalize high-quality service-learning in District of Columbia K-12 public schools and public charter schools;

- Encourage K-12 public school teachers to create, develop and offer service-learning opportunities for all school-age youth;
- Educate teachers about service-learning and incorporate service-learning opportunities into classrooms to enhance academic learning;
- Mobilize and coordinate adult volunteers in schools;
- Introduce young people to a broad range of careers and postsecondary learning options;
- Support local community partnerships in the planning, development and execution of service-learning projects;
- Promote recognition initiatives for youth engaged in service (President's Volunteer Service Award, Mayor's Community Service Award, etc.); and
- Increase and enhance opportunities for youth to serve by identifying volunteer opportunities at community and faith-based organizations.

Amounts of Grants

The grant amount will vary by circumstance, need and service-learning program model. Serve DC has \$28,000 available for funding and will award grants up to \$14,000 to K-12 public schools in partnership with at least one organization.

Eligible Applicants

Eligible applicants are K-12 public schools including public charter schools. Schools must be in partnership with at least one additional community organization. Public school partners may include private/independent schools, for-profit businesses, institutions of higher education and other non-profits including faith-based organizations. Schools and partnership organizations are responsible for implementation, replication and/or expansion of service-learning activities in the school and local community. All projects must operate a service-learning program within the District of Columbia. Current Learn and Serve America programs receiving funding from February 1, 2008- January 31, 2009 are not eligible to apply.

An organization described in Section 501 (c) (4) of the Internal Revenue Code, 26 U.S.C. 501 (c) (4), that engages in lobbying activities is not eligible to apply, serve as a host site for participants or act in any type of supervisory role in the program. Individuals are not eligible to apply.

Training and Technical Assistance Sessions

Serve DC has scheduled three technical assistance sessions for school-based grant applicants. All interested applicants must register and attend one technical assistance session in order to apply for funds. The schedule for technical assistance sessions is as follows: One Judiciary Square, 441 4th Street NW, Room 1114, October 17, 2007 and November 8, 2007 from 5:00-7:00 pm (Metro Accessible - Red Line to Judiciary Square, exit 4th Street/Courthouse). Additionally, a technical assistance conference call is scheduled for November 14, 2007 from 4:00PM-5:00PM (registration is required). Please register for a training session at (202)-727-8003 or kristen.henry@dc.gov. Please prepare by reading this Request for Applications carefully. **Frequently Asked Questions** will be posted on the Serve DC website at www.serve.dc.gov and updated throughout the application period.

Deadline

The deadline for application submission to Serve DC is Friday, November 16, 2007 at 5:00 pm. Late applications will not be accepted. An application is considered late at 5:01 pm. A checklist is provided to assist in meeting submission requirements. Incomplete submissions will be ineligible for review. Applicants must submit **one original and 10 copies** of the application. Please bind copies with binder clips only, DO NOT STAPLE.

LEARN AND SERVE GRANT REQUIREMENTS

Reporting

Learn and Serve America (LSA) sub-grantees are required to submit six-month progress reports, annual online reports, and monthly reimbursement requests to Serve DC. Sub-grantees are expected to meet report due dates. Reports will cover basic program information and outcome data to describe and track the progress and accomplishments of sub-grantees. The primary goal of LSA reporting is to generate evidence of the positive impact of service-learning on youth, schools, and communities. Serve DC staff will provide sub-grantees with the proper reporting documents and tracking instruments.

Monitoring

Sub-grantees must allow Serve DC access at any time and the right to examine, audit, excerpt, transcribe, and copy any directly pertinent records and computer files of the sub-grantee involving transactions relating to the LSA grant agreement. As stated in federal financial record retention policies, the sub-grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation data, participant information and personnel records until February 2013.

Serve DC will also conduct informal site visits and formal monitoring site visits throughout the grant period to ensure that sub-grantee programming is meeting goals and objectives stated in the approved application.

Performance Measurement

Performance measurement is the process of regularly measuring program outputs and outcomes. Performance measurement clarifies the purpose of the program and the way specific services contribute to achieving desired results; document the actual results of program activities; and improve program performance by identifying program successes and areas for improvement.

Serve DC will work with sub-grantee sites to develop performance measurement objectives that reflect the focus areas for Learn and Serve America - youth participant development, strengthening communities, and needs and service activities. Sub-grantees will be required to report on progress towards their measures through progress reports and continuation applications when applicable. Applicants are required to provide program goals and objectives related to "needs and service activities." Serve DC will provide performance measurement forms and tracking instruments to sub-grantees as necessary. Additionally, Serve DC will provide training and technical assistance for sub-grantees in developing, tracking and modifying program performance measures.

Serve DC is committed to documenting the effects of service-learning on youth participants. Toward this end, all selected sub-grantees will be required to report on youth civic engagement utilizing pre- and post-tests. Serve DC will also survey LSA sub-grantee community partners to assess program impact.

Grant Period

Applications must include a proposed timeline of activities for the first year of operation and major milestones for program year two. Applicants will also be required to provide a detailed budget for program year one. Serve DC will enter into a grant agreement only for the first year of the program. Serve DC has no obligation to provide additional funding in subsequent years. Funding for the second year of an approved program is contingent upon the availability of funds, adequate sub-grantee performance including satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives, a detailed budget and budget narrative for the applicable program year, and any other criteria established in the award agreement.

Federal Financial Management and Grant Administration Requirements

It is the responsibility of all sub-grantees to ensure appropriate stewardship of federal funds entrusted to them. Under Serve DC regulations, each sub-grantee must maintain financial management systems that provide accurate, current and complete disclosure of the financial results of its program. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, requires all organizations to have financial audits if they annually expend \$500,000 or more under federal awards.

As with all federal grant programs, applicants must ensure that programs or activities will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. Please see the 2006 Learn and Serve America Grant Provisions for specific requirements: http://www.learnandserve.gov/pdf/sea_prov_06.pdf. The requirements related to program participation, including discrimination requirements, are set forth in applicable grant provisions.

Budget/ Cost Effectiveness

The detailed budget must provide a full explanation of associated costs including purpose, justification and the basis of calculations. Where appropriate, calculations should be presented in an equation format, identifying the number of persons involved, the per-person or unit cost and/or itemized line items.

Consistency of Treatment

To be allowable under this grant, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Matching Funds Requirement

The sub-grantee share of the *total cost* (sub-grantee share + Serve DC share) of carrying out the program must be matched with cash or in-kind contributions at least 30% of the project's total costs for year one of the grant. For a \$14,000 grant, the minimum match requirement is \$5,998. Match may be cash or in-kind contributions to include supplies, equipment, training, volunteer hours for professional services, or space for activities. Applicants may include the value of volunteer services contributed to the school for organizational functions such as consulting, audit, or training of staff. The sub-grantee's share may come from private, state, or federal sources. In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use in writing.

REVIEW AND SELECTION CRITERIA

Serve DC regularly receives far more applications than it can award. Applicants are selected using an extensive, multi-stage process that includes reviews by the Serve DC staff, peer review panels and approval by the Serve DC Board of Commissioners. Before a program is recommended for approval, it may be necessary to conduct clarifying interviews in person or through conference calls. This process is competitive; therefore, Serve DC is seeking high-quality programs that fully address these guidelines.

Serve DC will enter into negotiations with potentially successful applicants in a manner that may require modifications to original proposals. Awards are contingent upon successful completion of negotiations. The number of applications approved each year of the two-year funding cycle is subject to the availability of funds.

The bullets under each sub-heading describe what Serve DC considers important and what applicants should include in the application narrative. Program Design includes three sub-categories and represents 75 percent of the basis used to evaluate and select each program. The sub-categories of Needs and Service Activities, Strengthening Communities, and Participant Development are related and are therefore grouped in a single Program Design criterion. Serve DC will give equal weight to these subcategories when reviewing applications.

- Section A:** Program Design (75 points)
- Needs and Service Activities (25 points)
 - Strengthening Communities (25 points)
 - Participant Development (25 points)
- Section B:** Budget/ Organizational Capacity (25 points)

PROGRAM NARRATIVE

The program narrative must be double-spaced with 12-point Times New Roman font with one-inch margins. Please adhere to the designated page limitations.

EXECUTIVE SUMMARY (up to 1 page)

- Provide a concise overview of the proposed program that summarizes the need; planned activities to address the need; anticipated outcomes; and procedure to measure these outcomes.

TWO-YEAR TIMELINE OF ACTIVITIES (up to 2 pages)

- A detailed plan should be provided for year one of the proposal. The description of year two should only include major milestones. Sub-grantees making continuation (renewal) requests for funding in year two of the grant cycle will be asked to update and fill in the remainder of the plan and to provide a corresponding budget.
- The timeline should include participation in Global Youth Service Day in April and at least one additional “**Volunteer.**”, Serve DC’s Seasons of Service Days program (please see www.serve.dc.gov for additional information on **Volunteer./Seasons of Service**).

SUMMARY OF ACCOMPLISHMENTS AND OUTCOMES (up to 1 page)

- Provide a well-designed program plan with a clear and compelling justification for awarding the requested funds.
- Provide a clear description of the accomplishments and outcomes achieved in the past two years related to the project.
- Include a list of the other type(s) of program funds your school received during the past two years.

SECTION A (75 Points): PROGRAM DESIGN (up to 10 pages)

Needs and Service Activities: Please include sub-headings of “Needs Statement”, “Activities” and “Program Goals and Objectives”.

- *Needs* – Describe the specific need(s) in the community and how need(s) were identified. Documented and compelling school and community needs supported by evidence, such as census data, crime statistics, or community needs assessments.
- *Description of activities* – Describe activities that will be undertaken by youth participants and community partners to address the identified need(s). Discuss youth participants’ roles in community mapping and service activities. Activities should incorporate core elements of service-learning (preparation, action, reflection, celebration, demonstration, and youth voice).
- Goals and objectives of the activities should be stated and means of accomplishing them should be addressed. Describe outcomes for youth participants and community impact from service. Outcomes/impact of activities should be demonstrable and tied to learning objectives.

Strengthening Communities

- *Developing Community Resources* – Describe plans to develop community resources in all phases of the service-learning program including the recruitment and management of community volunteers and community mapping activities. Also, show plans to bring together people of different backgrounds: mobilization of adult and senior volunteers, in service or coordinating service-learning, to help foster an ethic of service in schools, communities and at home.
- *Community Partnerships* – Describe community partnership development including well-defined roles for the school and partners to include collaboration on development, management, and implementation of service-learning activities.
- *Capacity Building/Sustainability* – Describe plans for achieving sustainable programming for youth and community volunteers with support from community and private foundations; as well as efforts to institutionalize service-learning at the classroom and school levels. Also, describe plans for leveraging other federal, state, and local funds to support the program.

Developing Youth Participants

- *Recruitment* – Describe recruitment of youth participants and volunteers to serve in this program.
- *Support* – Describe clear plans for orienting, supervising, training, and recognizing youth participants.
- *Youth Voice* – Describe strategies for authentically engaging youth in service-learning activities and maximizing student outcomes. Youth should have a well-defined role both in executing the service project and making decisions about its development.
- *Civic Engagement* – Describe how youth participants will benefit from the service-learning program and develop increased knowledge, skills and attitudes of civic engagement. Program design should allow youth participants to reflect on their service in order to analyze it in its academic, historical and community context and internalize the lessons learned.

SECTION B (25 Points): BUDGET/ORGANIZATIONAL CAPACITY

- Discuss match commitments (in-kind and cash from non-Federal sources), what commitments the school plans to secure, and how they will be secured.
- Discuss how the program will attempt to build community support and support from other funding sources. There should be an adequate budget to support program design and proposed activities. Costs should be reasonable and necessary. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.
- Institutional support for key staff positions should be explained.
- Describe the organization’s ability to provide sound programming and fiscal oversight for spending and documenting a federal grant and matching funds.
- Describe role of key staff people responsible for the program and for staff members who are not fully supported by Serve DC funds, please indicate the other programs they support or manage.

- Describe plans or systems for self-assessment, evaluation and continuous improvement, including the strategies for tracking progress. Evaluation plan should contain the strategies programs will use to track progress toward meeting the performance measures. Schools are encouraged to allocate ample resources for program evaluation. Programs may consider working with colleges and universities to help design data collection and evaluation systems.

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APPLICATION CHECKLIST

Deadline: Friday, November 16, 2007 at 5:00 p.m. Late applications will not be accepted. An application is considered late at 5:01 p.m. Applications must be hand delivered to the following address:

Serve DC
441 4th Street, NW
Suite 1140 North
Washington, DC 20001

Each copy of the application contains (in the following order):

<u>Item:</u>	<u>Located On:</u>
_____ Face Sheet-Application for Federal Assistance	Page 11
_____ Program Narrative	
_____ Budget Worksheet	Page 13
_____ Signed Assurances and Certifications Form	Page 19
_____ Signed Application Checklist	Page 10
_____ Application is double-spaced with 12-point Times New Roman font with one-inch margins	
_____ Application consists of one unbound, single-sided <u>original</u> and ten bound copies (bound with binder clips only). Please note that faxed or emailed versions of applications will not be accepted.	

Signature of Authorized Official

Date

FACE SHEET-APPLICATION FOR FEDERAL ASSISTANCE

Date of Submission: _____

Application Information

Performance Period Year One: Start Date: **February 1, 2008** End Date: **January 31, 2009**

- a. Legal Name:
- b. Descriptive Title of Applicant's Project:
- c. Participant Profile (estimates): _____# Learn and Serve Participants (ages 5-17)
_____# Adult volunteers working with the project
- d. Address (street address, city, state, and zip code):
- e. Name and contact information for Project Director or other person to be contacted on matters involving this application:
 - a. Name:
 - b. Telephone number:
 - c. Fax number:
 - d. Email address:
- f. Employer Identification Number (EIN):
- g. Type of Applicant (check one): **School** Non-profit Faith-based
- h. Type of Application:
 New
 Continuation
 Revision
- i. Estimated Funding:
 - a. Serve DC \$ _____
 - b. Applicant \$ _____
 - Total \$ _____
- j. ***To the best of my knowledge and belief, all data in this application are true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with the attached assurances if the assistance is awarded.***
 - a. Typed/Printed Name of Authorized Representative:
 - b. Signature of Authorized Representative: _____
 - c. Title:
 - d. Telephone Number:
 - e. Date:

BUDGET INSTRUCTIONS

Your detailed budget must provide an explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the per person/unit cost.

Section A: Salaries–Stipends

Include the annual base salary and portion of staff costs or stipends that are attributed to implementation activities of the program. List each position separately.

Section B: Operating Costs

Enter the costs associated with running the service-learning project (i.e. project materials, service activities, educational materials, volunteer recognition, training, evaluation.)

Budget Requirements

1. Applicants must budget funds to attend a Corporation for National and Community Service sponsored conference or training. Up to \$2,000 of grant funds may be allocated for this purpose. Serve DC encourages LSA sub-grantees to attend the annual National Service-Learning Conference (please see www.nylc.org for additional information).
2. The following items may **not** be funded with grant funds:
 - a. Stipends for youth participants
 - b. Food
 - c. Administrative/Indirect Costs
 - d. Entertainment costs, including such items as gift cards, movie/DVD giveaways, portable music players
 - e. Other items as listed in the Learn and Serve America grant provisions
http://www.learnandserve.gov/pdf/sea_prov_06.pdf
3. The following items may **not** be funded with matching funds:
 - a. Stipends for youth participants
 - b. Administrative/Indirect Costs
 - c. Other items as listed in the Learn and Serve America grant provisions.
http://www.learnandserve.gov/pdf/sea_prov_06.pdf

BUDGET WORKSHEET

A. Salaries & Stipends

	Item	Serve DC Share	Sub-Grantee Share	Total Amount
A1		\$	\$	\$
A2				
95				
A4				
CATEGORY A Totals		\$	\$	\$

B. Operating Costs

	Item	Serve DC Share	Sub-Grantee Share	Total Amount
B1		\$	\$	\$
B2				
B3				
B4				
B5				
B6				
B7				
CATEGORY B Totals		\$	\$	\$

BUDGET TOTALS

\$	\$	\$
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FUNDING PERCENTAGES

%	%	%
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Source of Funds (Matching Funds)

Describe source of matching funds:

ASSURANCES AND CERTIFICATIONS INSTRUCTIONS

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for sub-grant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in sub-grant agreements

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of sub-grant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

h) Non-certification in sub-grant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.

Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.

Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other 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.
 - Is 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 (1) (b) of this certification, and
 - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will 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 a drug-free awareness program to inform employees about -
- the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - 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 -
- abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted -
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - 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) through (F).

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

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 contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

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

ASSURANCES AND CERTIFICATIONS FORM

Assurance Signature: **NOTE: Sign this form and include in the application.**

SIGNATURE: By signing this Assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

Certification Signature: **NOTE: Sign this form and include in the application.**

BEFORE YOU START: Before completing certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

Certification: Debarment, Suspension and Other Responsibility Matters

Certification: Drug-Free Workplace

Certification: Lobbying Activities

Legal Applicant: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____