

Louisiana Believes

Mathematics and Science Partnership Program Application

**John White
State Superintendent of
Education**

December 9, 2014

Application Due Date: Friday, February 27, 2015, 4:00 PM

Table of Contents

1. Application Purpose.....	3
2. Application Timeline	3
3. Application Criteria	4
a. Project Needs Assessment.....	5
b. Project Goals.....	5
c. Project Design.....	6
d. Project Partnership and Management Plan	6
e. Project Evaluation Plan	7
f. Project Budget.....	7
4. Application Checklist	8
5. Appendices	
Appendix A: Mathematics and Science Partnership (MSP) Program Overview	
Appendix B: Application for Funds	
Appendix C: Assurances	
Appendix D: Budget Sheets: Summary and Detail	
Appendix E: Signed letters of participation detailing responsibilities and agreement from all partners	
Appendix F: Resumes for Key Personnel (2-page max resume for each) such as Project Director, IHE Instructors, Content Supervisors, Master Teachers/Teacher Leaders.	

1. Project Purpose

The purpose of the Louisiana Department of Education's (LDOE) Mathematics and Science Partnership (MSP) Program is to support high-need school districts in the implementation of new standards and assessments through collaborative partnerships with Institutions of Higher Education (IHE). The standards represent a new level of rigor for Louisiana and may require teachers to build their own content knowledge. MSP grants are therefore aimed at helping high-need school districts develop and deliver the professional development (PD) needed to support new curricula materials which meet students' academic needs.

MSP grants will help districts, in partnership with an IHE and perhaps other districts, provide the PD in preparation for the school year and classroom instruction. The partnerships will arrange and prepare for PD that includes a plan for teachers to collaborate around student data and instructional practices during the school year. Projects will form collaborative groups consisting of mathematics and/or science teachers in grades 3-5, 6-8 and/or 9-12.

Priorities: Funding Priority will be given to partnerships that:

- recruit, serve and retain teacher cohorts from schools with the greatest academic need;
- provide evidence of meaningful collaboration between project partnering districts and schools; and
- demonstrate an alignment between the proposed MSP project and district strategic plans in the Focus Areas of School Leader and Teacher Learning Targets; Assessment and Curriculum; and School and Teacher Collaboration, with an emphasis on supporting teachers in implementing district curricula and Tool Box resources.

2. Application Timeline

It is the intention of the LDOE to convene an expert review panel in March and present funding recommendations to the Board of Elementary and Secondary Education (BESE) at its April 2015 meeting. Therefore the LDOE anticipates announcing award decisions to partnerships in April 2015.

TIMELINE FOR APPLICATIONS

Activities	2015-16 Timeline
Application Release	Tuesday, December 9, 2014
Application Due	Friday, February 27, 2015
Review and Validation of Scores	March 2015
BESE Approval	April 2015

TIMELINE FOR PROJECTS

Activities	2015-16 Timeline
Summer Content Institutes	June - July 2015
Academic Year Follow-up Instruction	August 2015 - May 2016
Project Continuation Application	December 2015
Project Review and Interview	January/February 2016
Participant Data Entry and Final Survey	May 2016
Draft Evaluation Reports Submitted for Review	August 2016

3. Application Criteria

The application consists of six major components. Reviewers will evaluate the MSP application according to the following criteria and will award funds to the highest ranked applications. All proposals may not be funded.

Note: The MSP Program is under the guidance of Title IX Open Access. Each project must actively recruit participants from the non-public schools covered by the boundaries of the partnership. Proof for recruitment may be requested. Because federal regulations prohibit the use of MSP funds to cover substitute costs for private school teachers, academic year schedules should be approved by the representatives of all schools who are participating in a partnership. No weekday instructional meetings should be scheduled if attending causes a hardship for the participating teachers from non-public schools.

Component	Possible Points
Abstract	*
Project Needs Assessment	10
Project Partnership and Management Plan	20
Project Goals	10
Project Design	35
Project Evaluation Plan	15
Project Budget	10
Total	100

***Abstract:** No points will be awarded for the abstract.

A project abstract is required for the United States Department of Education (US ED) Annual Performance Report. The abstract should briefly and concisely describe the project to be implemented and summarize the intended results. The abstract should identify the project partners, grade band, and content area of the proposed work; the number of teachers it intends to serve; the academic need of the schools in which they provide instruction; and a brief overview of the work and evaluation plan. The abstract may not exceed one page, single-spaced.

a. Project Needs Assessment (10 points)

Provide a narrative: This section should identify and prioritize professional learning needs of teachers to be served by this proposal. It must identify gaps or weaknesses in teacher content knowledge, implementation of state standards for math and science and aligned strategies. Additionally the needs assessment must include the current status of student achievement in mathematics and/or science for the targeted grades. It must clearly demonstrate the high-need qualification as found in Appendix A. The information from the needs assessments for teachers and students must be used in establishment of the goals and objectives for the proposed project. The proposal must:

- Provide clear focus on, and thorough analysis of, the needs of teachers in participating districts
- Describe the process and criteria the partnership will use to select the target schools/participating math or science teachers to support the goals of the project
- Identify the approximate number of teachers and students targeted to benefit from this project over a three-year period
- Explain precisely how professional development activities will help enhance teacher understanding of district curricula, delivery of state standards for math and

science, aligned instruction and strategies to improve student achievement

b. Project Goals (10 points)

Provide a narrative: The narrative must use the results of the needs assessment to identify measurable objectives for increasing teacher content knowledge and changing teacher practice. Project plans should include objectives written in year-long increments so staff may assess their progress toward goals qualitatively and quantitatively as part of the feedback process to adjust and revise for success. Project goals must:

- Focus on increasing teacher understanding of new curricula, content knowledge and better instructional practices
- Support attainment of district performance goals
- Be sufficiently ambitious, reasonable, attainable and measurable
- Describe specific increases in student achievement

c. Project Design (35 points)

Provide a narrative: Projects should be designed to provide long-term on-going professional development to teachers. MSP projects must be designed to deliver at least 90 hours of ongoing professional learning per year to each teacher in the form of professional content learning, follow-up training, and classroom support. Of the annual 90 total hours of training, at least 60 must be provided during an intensive summer content institute. Participating teachers must be from LEAs and school partners covered under the letters of participation found in the proposal. Only in-service teachers currently employed by the partnership LEAs in the targeted grade span count toward the target number of participating teachers. The project design must:

- Address approved LDOE standards in mathematics and/or science as well as literacy standards for Science and Technical Subjects
- Align to goals and the identified needs.
- Provide a plan to recruit and secure commitments from a cohort of no less than 30 teacher participants specifically from high need schools
- Describe meaningful professional development, follow-up sessions and on-going collaboration opportunities for teacher participants
- Describe the use of standards-based instructional materials, including curriculum and formative assessments
- Provide milestones and projected timelines, and on-going collaboration opportunities for teacher participants
- Demonstrate that building administrators will participate in the follow-up learning activities
- Indicate a high-quality plan to effectively use program funds to improve student achievement in mathematics and/or science

d. Project Partnership and Management Plan (20 points)

Provide a narrative: The success of individual MSP projects rests squarely on the strength of the partnership. Each partnership is expected to draw upon the expertise of its members through collaborative facilitation of the project's activities. Members of

the project leadership team have collective program responsibilities with regard to design and implementation of the project plan, and collection and analysis of data related to the project. All partners should be fully engaged and focused on impacting teaching for the purpose of improving student achievement. The proposal must:

- Describe partnership and governance structure
- Provide evidence of deliberate communication between partners
- Clearly describe the role and capacity of each principal partner
- Indicate how the partnership will structure and monitor collaborations between districts, teachers and university instructors in ways likely to promote use of formative assessments and inform project improvements
- Clearly define the roles of mathematicians, scientists, master teachers/teacher leaders
- Include feedback strategies to improve teacher quality and student achievement in the areas of math and science
- Outline the framework for meeting timelines, for submitting reimbursement requests, evaluating project activities and completing annual reports
- Include detailed letters of support and commitment from all participating LEAs and partners

e. Project Evaluation Plan (15)

Provide a narrative: Each proposal must show a project evaluation and accountability plan that includes rigorous objectives. An evaluation design may contain multiple outcomes. Only final reports that contain post-test results on key outcomes will be evaluated. Data to measure and document the success of the project in meeting requirements to improve teacher content knowledge and raise student achievement might come from teachers/students in various grades and use different designs. Evaluations should include qualitative and quantitative data. The proposal must

- Provide a plan including both pretest and posttest measures to quantify the impact of the project on the specified goals and objectives
- Include an evaluation plan that will provide feedback for continuous improvement
- Make use of specific assessment instruments and state-based teacher and student evaluation instruments and programs
- Employ an experimental or quasi-experimental design to measure impact of the professional learning on teacher content growth and improved student achievement (Information developed by the US ED for classifying MSP evaluations is part of Appendix A MSP Overview.)
- Include personnel on the leadership team with the expertise to implement evaluation activities

f. Project Budget (10 points)

Provide a narrative: MSP funds must be spent exclusively on costs associated with providing high quality, content-specific professional learning opportunities to mathematics and/or science teachers. It is expected that the partnership budget will reflect an approximate expenditure of \$50-\$60 per teacher per contact hour for the total cost of the MSP project. Applicants must use one of two indirect cost rates, whichever is lower, 8% or the LEAs negotiated indirect cost rate. Further guidance on expenditures is found in the Appendices with the Budget forms. The proposal must

ensure that:

- The budget is appropriate to achieve the desired impact on the number of teacher participants
- The narrative explains and presents a detailed justification for all expenses including specific responsibilities and activities of project staff
- The primary partners (i.e., the high-need LEA[s]) receive and use most of the budget
- The budget items directly relate to the project goals and objectives
- The budget items are coded in the correct funding distribution and category

4. Application Checklist

Applications must be submitted **no later than Friday, February 27, 2015 at 4:00 pm** via email to John.Hanley@la.gov. Applications should be saved as a single PDF document with the file name in the format:

LEA Name_MSP Grant.pdf (*For example, Lafourche_MSP Grant.pdf*).

Direct questions to John Hanley, Grants Manager, at John.Hanley@la.gov.

Review your application to ensure you have the following:

Part 1: Application

- Title Page
- Application Narrative

Maximum length is 12-pages, not including the title page, abstract or the appendices.

- Formatting guidelines:
 - Use 1" margins at the top, bottom, and both sides.
 - Double space all text in the narrative. However, text in citations, charts, tables, figures, and graphs may be single-spaced.
 - Place the name of the applicant in the header.
 - Number each page.
 - Use one of the following 12-point fonts for all narrative text: Times New Roman or Arial. Text in tables may be 10-point.

Part 2: Appendices

- Appendix A: Mathematics and Science Partnership (MSP) Program Overview
- Appendix B: Signed application for funds
- Appendix C: Signed assurances
- Appendix D: Budget Sheets: Summary and Detail
- Appendix E: Signed letters of participation detailing responsibilities and agreement from all partners on data collection procedures, project timeline and academic year schedule
- Appendix F: Resumes for Key Personnel (2-page max resume for each) such as Project Director, IHE Instructors, Content Supervisors, Master Teachers/Teacher Leaders

Reviewers will evaluate each application on how well it responds to the criteria (in the narrative and appendices). The maximum score an application may receive is 100 points.

Mathematics and Science Partnership (MSP) Program Overview

The Mathematics and Science Partnership Program is funded under Title II Part B of the *No Child Left Behind Act*. Its purpose is to improve the content knowledge and teaching skills of mathematics and/or science teachers to increase the achievement of their students.

Eligibility: To be eligible, a partnership must include, at a minimum:

- an engineering, mathematics, or science department of an institution of higher education (IHE); and
- a high-need local education agency (LEA).

A partnership may include:

- another engineering, mathematics, science or teacher training department of an IHE;
- additional LEAs, public charter schools, public or private schools, or a consortium of such schools;
- a nonprofit or for-profit organization of demonstrated effectiveness on improving the quality of mathematics and science teachers; and/or
- a state or federal agency.

A local educational agency must be the lead partner and fiscal agent for the application process. Each MSP must include one high-need and/or low performing school district. High need districts are defined as those with 60% or greater of the student population eligible for free or reduced lunch. Low performing school districts are those with a letter grade of C, D, or F.

Note: The Title IX Uniform Provisions, which include the requirements governing equitable participation of private school students, teachers, and other educational personnel, apply to the Title II, Part B Math Science Partnership Awards. Representatives of the private school community in the region of each partnership are to be included in the planning, development, and teacher recruitment of MSP proposals.

Allowable Expenses

Leadership teams should plan for three-year awards pending: (a) continued federal funding of the Title II, Part B MSP program; and, (b) evidence of project effectiveness.

Allowable costs are those that are necessary and reasonable for implementation of the MSP project and are able to be linked to specific activities of the project.

Consultant contracts should not exceed \$50/presentation hour and \$25/planning and preparation time for a maximum of \$800/day.

Travel reimbursement is limited to the state-approved rate per mile and per diems. LEAs with more stringent Board-approved travel may submit the policy for review and request higher travel costs in some categories.

Projects of 30 or more participants may submit budget requests for a maximum of \$10,000 in supplies and materials. These funds are for materials and supplies used as part of the professional development and content instruction of the teacher participants. No federal MSP funds may be used to purchase instructional materials for the students of the teacher participants.

The Indirect Cost rate provided to the LEA fiscal agent shall not exceed 8%. Districts may only receive indirect costs at the rate they have been approved for during the present fiscal year. Therefore, the Indirect Cost rate of a proposal may be less than 8%, but can be no more than 8%.

MSP program funds must be used to *supplement and not supplant* funds that would otherwise be used to support the proposed activities.

OMB Circulars establish spending rules for recipients and subrecipients of all federal funds. OMB Circulars can be located at:

http://www.whitehouse.gov/omb/circulars_default

Budgets

100 Salaries

- Teacher stipends for participants not to exceed \$30/hour with a \$180/day limit
- Master Teacher/Teacher Leader stipends not to exceed \$35/hour
- Substitute pay when academic year training is held during school time

200 Employee Benefits

- Employee fringe benefits (i.e., retirement, FICA, insurance)

300 Purchased Professional & Technical Services

- Contract costs for IHE content instructors and consultant services

500 Other Purchased Services

- In-state travel, mileage, meals, registration fees to attend in-state content conferences, and workshops
- Out-of-state travel for MSP project director and one other approved project person to attend the US ED MSP Regional Meeting
- Stipend and employee benefit costs for participants from partner districts and non-public schools

600 Supplies

- Materials and supplies needed to support the designed professional development

Unallowable Expenses

- Food, beverage, entertainment
- Land or building acquisition
- Permanent equipment (i.e., digital or video cameras, computers or tablets mobile devices, network systems, etc.
- Promotional or marketing items
- Property or furniture for office use
- Salaries for administrative, clerical/office personnel, site coordinators, classroom coaches or school/project liaisons
- Support for the research of individual faculty members
- Software site licenses
- Construction costs or costs for renovating and remodeling
- Pre-award costs or costs associated with writing the application
- Tuition charges and/or university fees. As IHE salaries and fringe are funded by MSP, it is suggested that tuition and university fees be waived for participants. LEAs may use other available tuition funds as necessary. Teacher participants wishing to earn credit as a result of their participation in an MSP Project where the cost is not waived

by the university or covered by LEA money will need to personally pay for the course charges and/or university fees.

If you have questions about allowable and unallowable expenses, please email your questions to John Hanley at John.Hanley@la.gov.

If awarded MSP funds, all LEA awardees will complete an online Annual Performance Report to be submitted to the LDOE 30 days following the end of the annual activities. The LDOE will review and submit the report to the U.S. Department of Education within 60 days of the completion of the annual activities.

Appendix B

APPLICATION FOR PROJECT FUNDS

Official Program Title: Math & Science Partnerships

Awarding Agency: U. S. Department of Education

Internal Program Title: Math & Science Partnerships

CFDA#: 84.366B

Project Number: 28-14-MP-

Funding Amount Applied for: _____

Funding Period: Project Cycle 2015-16

Agency Information:		
Recipient Organization:		
Project Director:		
Fiscal Agent:		
Mailing Address:		
Street Address:		
City:	State:	Zip Code:
Program Contact Information:		
Name/Position:		
Telephone Number:		
(Area Code) (Number) (Extension)		
Fax Number:		
(Area Code) (Number)		
Email Address:		

I hereby assure and certify that this agency will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of funds for the federally assisted or state assisted project.		APPROVED (For State Agency Use Only)	
		Division Director/Designee	Date
	Approved Representative of the Entity	Grants Management	Date

Fiscal Assurances

- The LEA assures that it has made application and has been approved to receive grant funding for the Mathematics and Science Partnerships Program, CFDA # 84.366B awarded by the U.S. Department of Education.
- The LEA has been informed of the requirements imposed by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the Louisiana Department of Education.
- The LEA has provided the **TOTAL AMOUNT** (_____ - insert amount here) of prior year expenditures of Federal Funds according to regulations issued by Office of Management and Budget Circular A-133 from all sources.
- The LEA assures that it has been advised that subrecipients expending \$500,000 or more in Federal awards (funds received as direct or pass thru funds) during the subrecipient's fiscal year receive a single audit or program specific audit for that year according to regulations issued by Office of Management and Budget Circular A-133.
- The LEA assures that it will permit the Louisiana Department of Education, the Legislative Auditors, and all other required personnel to have access to the records and financial statements as necessary.
- I agree to use program funds only to supplement and not supplant funds from non-Federal sources, and to the extent practical, increase the level of funds that would, in the absence of the Federal Funds, be made available from non-Federal sources.
- I agree to maintain all books, records and other documents for at least (3) federal fiscal years after the final payment or as described in 4CFR 74.53(b) whichever is longest.

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 this 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, Sections 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 conducting 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.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it 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 the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters 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, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete).

ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. 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 project cost) to ensure proper planning, management, and completion of the project described in this application.
2. 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.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. 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 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) 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 handicaps; (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) §523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. § 290 dd-3 and 290 ee 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 specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. 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 project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, 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.

LEA Application for Federal Funds

Statement of Assurances

I, _____, Superintendent/Administrator of _____
(Print Name) (LEA)

hereby assure the Louisiana Department of Education that _____
(LEA)

is in compliance with all of the GENERAL and SPECIFIC ASSURANCES

enumerated on the preceding pages.

Signature of Person Authorized to Receive Grant

Appendix D

The applicant will submit completed budget forms (Budget Forms FY15-16.xlsx) with the application. The budget form will be Appendix D.

Appendix E

The applicant will provide signed letters of participation detailing responsibilities and agreement from all partners on data collection procedures, project timeline and academic year schedule.

Appendix F

The applicant will provide résumés for Key Personnel (2-page maximum résumé for each), such as Project Director, IHE Instructors, Content Supervisors, Master Teachers/Teacher Leaders, etc.