

# Louisiana Believes

## Mathematics and Science Partnership

### Request for Applications

**John White**  
**State Superintendent of Education**

**November 20, 2017**

Applications must be submitted to [LDEGrants@la.gov](mailto:LDEGrants@la.gov) by  
Friday, December 8, 2017, at 4:00 p.m. Central Time

## 1. Introduction

### Purpose

The purpose of the Louisiana Department of Education's (LDOE) Mathematics and Science Partnership (MSP) Program is to improve the academic achievement of students in the areas of mathematics and science by supporting high-need school systems through collaborative partnerships with Institutions of Higher Education (IHEs).

LDOE's 2017-2019 MSP program will focus on the following activities authorized by U.S. Department of Education:

- **Improving Content Knowledge.** Creating opportunities for enhanced and ongoing professional development of mathematics and science teachers that improves the subject matter knowledge of such teachers.
- **Improving Teaching Methods.** Promoting strong teaching skills for mathematics and science teachers and teacher educators, including integrating reliable, scientifically-based research teaching methods and technology-based teaching methods while using high-quality, standards-based curriculum.
- **Providing Peer Training.** Designing programs to prepare a mathematics or science teacher at a school to provide professional development to other mathematics or science teachers at the school and to assist beginning and other teachers at the school.

MSP subgrants are designed to help eligible partnerships provide professional development in preparation for the school year and classroom instruction. The partnerships also arrange and prepare for professional development that includes a plan for teachers to collaborate around student data and instructional practices during the school year. Projects should recruit, serve, and retain teachers from schools with the greatest academic need and provide evidence of meaningful collaboration among all project partners.

### Eligibility

Eligible partnerships must include all of the following entities:

- LDOE
- An engineering, mathematics, or science department of an IHE
- At least one high-need or low-performing local education agency (LEA)

High-need LEAs are defined as those in which the number of educationally disadvantaged students is 40 percent or greater. Low-performing LEAs are those with a district letter grade of C, D, or F.

Eligible partnerships may also include any of the following entities:

- Another engineering, mathematics, science or teacher training department of an IHE
- Additional LEAs, including public charter schools, public or private elementary schools or secondary schools, or a consortium of such schools
- A business
- A nonprofit or for-profit organization of demonstrated effectiveness in improving the quality of mathematics and science teachers

### **Funding Priorities**

Funding priority will be given to projects that provide any one of the following:

- **Model 1:** Creation of (1) a career-based high school curriculum for science, technology, engineering, and/or mathematics (STEM) students seeking a career in a STEM field and (2) a comprehensive professional learning plan for the state, school districts, and classroom educators to implement the curriculum, and which features a robust process for:
  - Supporting the implementation of the high school STEM curriculum along with providing clear “teacher-friendly” guidance on effective integration of the curriculum into the high school experience
  - Delivering curriculum-based training for high school teachers
- **Model 2:** A comprehensive professional development plan for the state, school districts, and classroom educators to provide curriculum-specific training on a science curriculum that aligns with the Louisiana Student Standards for Science through the Instructional Materials Review Process or a similar, state-led process for smaller units of study, and which features a robust process for:
  - Supporting the implementation of the middle-school science curriculum along with providing clear “teacher-friendly” guidance on effective integration of the developed materials in the curriculum
  - Delivering curriculum-based training for middle school teachers
- **Model 3:** An integrated professional development system that equips mentor teachers and content experts with the training and materials they need to effectively train and support new and current mathematics and/or science teachers. This model should provide Louisiana educators with deep and ongoing professional learning connected to the grade level, content area, and primary curriculum they teach.

*Note: Applicants that wish to apply for more than one model must submit a separate application for each model.*

## 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 primary applying organization (i.e., the organization that will serve as the fiscal agent) in the header.
- Number each page.
- Use one of the following 12-point fonts for all narrative text: Times New Roman or Calibri. Text in tables may be 10-point font.

## 2. Application Timeline

LDOE will review applications in December 2017 and present funding recommendations to the Board of Elementary and Secondary Education (BESE) at its January 2018 meeting. LDOE anticipates announcing award decisions to partnerships following the January 2018 BESE meeting.

### TIMELINE FOR APPLICATIONS

Activities	Timeline
Application Release	Monday, November 20, 2017
Application Due	Friday, December 8, 2017 at 4:00 p.m. Central Time
Review and Validation of Scores	December 2017
BESE Approval	January 16 - 17, 2018 (Beginning of Funding Period)
Notification of Awards	January 18 – 19, 2018
End of Funding Period*	September 30, 2019

\* Pending approval of U. S. Department of Education

## 3. Application Criteria

The application consists of ten components. *All ten components must be fully completed for the application to be considered.* Incomplete applications will not be reviewed. Reviewers will use a rubric to evaluate and rank MSP applications. All proposals might not be funded or might only be partially funded.

Component	Page Limit	Possible Points
1. Cover Page	As needed	--
2. Abstract	1	--
3. Project Needs Assessment	2	10
4. Project Goals	2	10
5. Project Design	8	40
6. Partnership and Management Plan	2	20
7. Project Evaluation Plan	2	10
8. Project Budget Narrative	3	10
9. Project Budget	--	--
10. Appendices (A, B, C and D are required; E is optional)	10	--
<b>Total</b>		<b>100</b>

**1. Cover Page** (No points will be awarded for the Cover Page) – Required form

Complete a form: Applications must include the completed cover page as the first page of the application. See Appendix A: Cover Page.

**2. Abstract** (No points will be awarded for the Abstract) – Not to exceed 1 page

Provide a narrative: The abstract should name the MSP activity (or activities), briefly and concisely describe the model and project to be implemented, and summarize the intended results. The abstract should identify the project partners and content area(s) of the proposed work, the number of teachers it intends to serve, the academic need of the school(s) included in the partnership, and a brief overview of the work and evaluation plan.

**3. Project Needs Assessment** (10 points) – Not to exceed 2 pages

Provide a narrative: This section should identify and prioritize professional learning needs of teachers to be served by the project. It must identify gaps or weaknesses in teacher content knowledge, implementation of state standards for mathematics

and/or 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. The LEA partner(s) must clearly meet the high-need qualification. The information from the needs assessments for teachers and students must be used in establishing the goals and objectives for the proposed project.

The needs assessment must:

- Provide a clear focus on meeting the identified needs of teachers in participating districts
- Describe the processes and criteria the partnership will use to select the target schools and participating mathematics and/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 the funding period
- Explain precisely how professional development activities will help enhance teacher understanding of district curricula, delivery of state standards for mathematics and/or science, and aligned strategies to improve student achievement

#### **4. Project Goals (10 points) – Not to exceed 2 pages**

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 short- and long-term objectives written so staff may assess their progress toward goals qualitatively and quantitatively as part of the feedback process to adjust and revise for success.

The project goals must:

- Focus on increasing teacher understanding of new curricula and/or curriculum standards, content knowledge, and better instructional practices
- Support attainment of district performance goals
- Be sufficiently ambitious, reasonable, attainable, and measurable
- Describe specific measures for assessing student achievement

#### **5. Project Design (40 points) – Not to exceed 8 pages**

Provide a narrative: Projects should be designed to provide long-term ongoing professional development to teachers. MSP projects must be designed to deliver at least 60 hours of professional learning to each teacher in the form of professional content learning, follow-up training, and classroom support. 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 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 project 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 school administrators will participate in professional development activities
- Indicate a high-quality plan to effectively use program funds to improve student achievement in mathematics and/or science

Ten of the 40 points for project design will be awarded based on the project's alignment with statewide priorities and current initiatives. To receive up to 10 points for statewide alignment, the Project Design must:

- **Link to Tier 1 Curriculum and Professional Development (5 points)** - The project:
  - aligns to standards-based / Tier 1 curriculum
  - implements content-focused, job-embedded professional development linked to high-quality curriculum
- **Expand participation to one of the following statewide initiatives (5 points):**
  - STEM K-16 Pathways
  - Tier 1 Curriculum Implementation for Science
  - Content Leader Initiative

Project proposals are not required to align to current statewide priorities and initiatives to apply for MSP funds, although projects that do so will be eligible for the full amount of points available for Project Design.

#### **6. Project Partnership and Management Plan (20 points) - Not to exceed 2 pages**

Provide a narrative: The success of individual MSP projects rests squarely on the strength of the partnership. Each partnership should 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 as well as 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 partnership plan must:

- Describe the partnership and governance structure
- Provide evidence of deliberate communication among 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 that promote use of formative assessments and inform project improvements
- Clearly define the roles of mathematicians, scientists, and master teachers/teacher leaders
- Include feedback strategies to improve teacher quality and student achievement in mathematics and science
- Outline the framework for meeting timelines, submitting reimbursement requests, evaluating project activities, and completing annual reports
- Include detailed letters of support and commitment from all participating LEAs and partners (submitted in the Appendix)

*Note: The MSP Program is under the guidance of Title VIII. 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.*

## **7. Project Evaluation Plan (10 points) - Not to exceed 2 pages**

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 evaluation plan 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

**8. Project Budget Narrative (10 points) - Not to exceed 3 pages**

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.

The project narrative must ensure:

- The budget is appropriate to achieve the desired impact on the teacher participants
- The narrative explains and presents a detailed justification for all expenses including specific responsibilities and activities of project staff
- The primary partners 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

**9. Project Budget (No points awarded for project budget)**

Provide a budget: The application must include completed project Budget Summary and Budget Detail on the attached LDOE budget form.

MSP funds may be used to cover teacher stipends and fringe benefits, substitute costs, university salaries for content and education faculty staff, contracts for consultants, some materials, and selected travel as allowed by state regulation.

The expected funding period will begin upon BESE approval of the subgrant award (expected to be in January 2018) and end with the expiration of grant funds on September 30, 2019 (subject to U.S. Department of Education approval of LDOE's Tydings waiver request to extend the grant period).

The fiscal agent for the project must be one of the members of the partnership.

Please refer to Page 13 for a list of unallowable expenses and information about indirect cost (IDC) rates.

**10. Appendix** (No points awarded for appendices)

Provide required documentation: The application must include the following items in the Appendix:

<b>Appendix A: Cover Page (Required)</b>	Signed application for project funds
<b>Appendix B: Assurances (Required)</b>	Signed assurances
<b>Appendix C: Letters of Participation (Required)</b>	Letters of participation detailing agreement from all partners on data collection procedures, project timeline, and academic year schedule
<b>Appendix D: Résumés (Required)</b>	Resumes for key personnel (2-page limit per résumé), such as project director, IHE instructors, content supervisors, teacher leaders, etc.
<b>Appendix E: Supporting Documents (Optional)</b>	No more than 10 pages total of supporting documents; must be referenced by name in the project narrative (e.g. "See Appendix E: [Document Name]")

**4. Application Submission**

Applications must be submitted no later than Friday, December 8, 2017, at 4 p.m. Central Time via email to [LDEGrants@la.gov](mailto:LDEGrants@la.gov).

Applications should be saved as a single PDF document with the filename in following format:

LEA Name\_MSP Grant Application.pdf  
(For example, Lafourche\_MSP Grant Application.pdf)

The budget should retain its Excel form with the filename in the following format:

LEA Name\_MSP Grant Application.pdf  
(For example, Lafourche\_MSP Grant Budget.pdf)

Please direct questions to John Hanley, Grants Manager, at [John.Hanley@la.gov](mailto:John.Hanley@la.gov) or 225-342-9442.

## **Allowable Expenses**

Leadership teams should plan for a funding period ending 9/30/2019, subject to: (a) funding availability; 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 should be reimbursed at the federal rate per mile.

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. Federal MSP funds may not 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.

## **Budget Guidance**

### 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

- Stipend and employee benefit costs for participants from partner districts

#### 600 Supplies

- Materials and supplies needed to support the designed professional development

#### 800 Other Objects

- Stipends, benefit costs, and travel expenses for participants from non-public schools.

### **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.

If awarded MSP funds, all LEA awardees may be required to complete an online Annual Performance Report to be submitted to the LDOE.

## Appendix A: Cover Page (Required)

### 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 2017-19

<b>Agency Information:</b>		
Recipient Organization:		
Project Name:		
Project Director:		
Fiscal Agent:		
Mailing Address:		
Street Address:		
City:	State:	Zip Code:
<b>Program Contact Information:</b>		
Name/Position:		
Telephone Number:		
Email Address:		

<p>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.</p>		<p><b>APPROVED (For State Agency Use Only)</b></p>	
		<p><b>Division Director/Designee</b></p>	<p><b>Date</b></p>

Approved Representative of the Entity    Date

Grants Management

Date

## Appendix B: Assurances (Required)

- 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 the Office of Management and Budget's *Uniform Guidance* 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 in the Office of Management and Budget's *Uniform Guidance*, 2 CFR 200.
- 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.

*Continued below.*

**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).

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

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

*Continued below.*

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:

**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**

transaction, unless authorized by the department or agency with which this transaction originated.

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

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.

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**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).

*Continued below.*

## 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

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**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.

## 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 C: Letters of Participation (Required)**

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 D: Résumés (Required)**

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.

### **Appendix E: Supporting Documents (Optional)**

No more than 10 pages total of supporting documents; must be referenced by name in the Program Narrative (e.g., “See Appendix E: [Document name]”).