



**U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration**

Hazardous Materials Instructor Training Grant Program

Application Kit

Table of Contents

Summary	3
Objective and Eligibility Requirements of this grant program	4
Application Procedures	6
Evaluation Criteria	7
Grants.gov Guidance on filing application electronically	8
Submitting your Application.....	9
Sample Forms	10

Hazardous Materials Instructor Training Grant Program

Summary

PHMSA intends to make available grant funding totaling \$4,000,000 for use in Fiscal Year (FY) 2011 (October 1, 2010 – September 30, 2011) for training instructors to train hazardous materials employees (hazmat employees). Grants will be awarded to non-profit employee organizations demonstrating expertise in conducting a training program for hazmat employees and delivering programs that reach a target population of hazmat employees.

The HMIT Grants Program is open to non-profit hazardous materials employee organizations demonstrating: (1) expertise in conducting a training program for hazmat employees, and (2) the ability to reach a target population of hazmat employees. For the purposes of the HMIT Grants program, an "employee organization" is a labor union, association, group, or similar organization the members of which are hazardous materials employees and the stated purpose of which is to represent hazmat employees. .

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 (Title VII of Pub. L. 109-59, 199 Stat. 1144 (August 20, 2005)) provides for the Secretary of Transportation to make grants for training instructors to train hazmat employees. Instructors trained under this program will be able to offer training to a large number of hazmat employees at locations in close proximity to the employees' places of employment. The program is funded by registration fees collected from certain hazardous materials shippers and carriers in accordance with 49 CFR Part 107, Subpart G.

Approximately \$4,000,000 will be available for the program. During this grant cycle, grant awards will have a ceiling of \$750,000 per grant depending on the quality of the applications received. .

For Further Information Contact

Charles G. Rogoff, Grants Manager, 202-366-0001
DOT/PHMSA PHH- 50
Room E21-313
1200 New Jersey Avenue, SE
Washington, DC 20590.

Office hours are 8:30am to 5:00pm Monday through Friday, except Holidays.

Objective and Eligibility Requirements of this grant program.

Objective of the HMIT Grants Program.

The objective of the HMIT Grants Program is to “train the trainer” – that is, to train hazmat instructors who will then train hazmat employees in the proper handling of hazardous materials. Properly planned and maintained training programs are essential to ensuring that hazmat employees receive an initial and continuing understanding of the risks involved in transporting hazardous materials, the relevant requirements that have to be met, and the need for performing their duties in a way that will ensure their safety and the safety of others. Experience shows that effective training of employees can effectively reduce risk and the likelihood of hazmat incidents. Effective training of employees is key to ensuring that hazardous materials are transported safely.

Due to budget and other limitations, many hazmat employees cannot leave their employment locations for extended periods of time to attend training courses. Instructors trained under this grant program can offer training to a large number of hazmat employees at locations within close proximity to the hazmat employees’ places of employment, thereby significantly minimizing employee travel cost and training time.

As provided by the Act, funds awarded to an organization in accordance with the HMIT Grants Program may be used to train hazmat instructors and, to the extent determined to be appropriate, for such instructors to train hazmat employees. PHMSA has determined that, because we have limited funding available, grants awarded for FY 2011 (October 1, 2010-September 30, 2011) must be used exclusively for “train the trainer” programs. Grant funds are not authorized to be used to fund an organization’s existing hazmat training program.

Eligibility.

The HMIT Grants Program is open to non-profit hazardous materials employee organizations demonstrating: (1) expertise in conducting a training program for hazmat employees, and (2) the ability to reach a target population of hazmat employees. For the purposes of the HMIT Grants program, an "employee organization" is a labor union, association, group, or similar organization the members of which are hazardous materials employees and the stated purpose of which is to represent hazmat employees.

Two or more non-profit hazmat employee organizations may team together to submit a joint grant application. A hazmat employee, as defined under the Hazardous Materials Regulations (HMR; 49 CFR Parts 171-180), is a person who, in the course of full time, part time, or temporary employment, directly affects hazardous materials transportation safety. Hazmat employees include self-employed persons, including owner-operators of motor vehicles, vessel, or aircraft crewmembers and employees, and railroad signalmen and maintenance-of-way employees. The term includes a person who:

- (1) Loads, unloads, or handles hazardous materials;
- (2) Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting hazardous material in commerce.
- (3) Prepares hazardous materials for transportation;
- (4) Is responsible for safety of transporting hazardous materials; or
- (5) Operates a vehicle used to transport hazardous materials.

In accordance with § 172.704 of the HMR hazmat employees must be trained in five areas:

- (1) General awareness/familiarization training providing familiarity with the requirements of the HMR and enabling the hazmat employee to recognize and identify hazardous materials consistent with the hazard communication requirements of the HMR,
- (2) Function-specific training concerning the requirements of the HMR specifically applicable to the functions performed by the hazmat employee,
- (3) Safety training including measures to protect the employee from the hazards associated with the hazardous materials to which he or she may be exposed in the workplace,
- (4) Security awareness training providing an awareness of the security risks associated with hazardous materials transportation and measures to enhance transportation security, and
- (5) In depth security training relating to a company's security plan and its implementation

For example, function-specific training would include training for persons who are responsible for preparing shipments for transportation, including selecting an appropriate packaging, filling the packaging, applying applicable package marks and labels, and preparing shipping documentation. Function-specific training would also include training for persons responsible for performing transportation functions, such as loading or unloading of containers and transport conveyances. Safety training would address training related to the specific hazards associated with the materials to which a hazmat employee may be exposed and protective measures in the event of an emergency, such as hazards and protective measures associated with ethanol fuel blends.

Application Procedures

PHMSA expects to make available \$4,000,000 for FY11 award. PHMSA encourages the addition of non-Federal funds to support each project but does not require cost sharing.

PHMSA intends to make the grant award(s) on or about October 1, 2010. To ensure proper review and time to make revisions if needed applications must be received by PHMSA not later than June 1, 2010.

Application requirements.

The requirements in 49 CFR Part 19, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations” apply to the HMIT grant program.

An applicant must address the following factors in the grant application:

- (1) Qualification as a non-profit hazmat employee organization, including the type or types of hazmat employees represented and the number of employees represented. (A letter or other document indicating such qualification must be submitted with the application).
- (2) Expertise and experience in conducting hazmat employee trainer education programs. (A document addressing this factor must be submitted with the application).
- (3) Ability to train hazmat instructors to reach and involve a target population of hazmat employees. (A document addressing this factor must be submitted with the application).
- (4) Training needs assessment for the target population of hazmat instructors and employees. The purpose of a needs assessment is to assess the level of understanding held by students and compare this with the desired level of understanding at the completion of training. Also required is an estimate of the numbers of instructors and employees requiring training. The training curriculum and delivery methods must be flexible enough to address the needs of the students as determined by the needs assessment. (A document addressing this factor must be submitted with the application).
- (5) Prioritization of training needs based on the needs assessment. (A document addressing this factor must be submitted with the application).
- (6) A training curriculum for the instructors to be trained in the program and an explanation of how the training will be provided (e.g., classroom instruction,

self-directed training using booklets, CD or DVD modules, or computer-based programs). The training curriculum must include details on the specific HMR training requirements that will be covered. (A copy of the training curriculum must be submitted with the application).

- (7) A process for assessing the effectiveness of the training program(s) and evaluating students. This process will involve a continuous system for evaluating and monitoring employee competencies including changes in regulatory requirements, business or operational practices, introduction of new equipment or procedures or any change in business processes that require revised or new competencies on the part of hazmat employees. Course evaluation involves the evaluation of student performance as well the evaluation of the trainer, and the training program. (A document outlining the plan for assessing the effectiveness of the training program must be submitted with the application).
- (8) A process to validate that the training program accomplished its intended purpose and its objectives were achieved in the most cost effective manner. Validation involves the hazmat employer, the hazmat employee and the trainer and the training organization. (A document outlining the plan for validating the training program must be submitted with the application).
- (9) A statement of work describing the amount of funding requested and the activities for which the funding will be used. (A statement of work document must be submitted with the application).

In addition, the following must be filled out electronically through the Grants.gov system, please see the separate instructions for guidance:

- Completed Standard Form 424 (Application for Federal Assistance for Non-Construction Programs)
- Completed Standard Form 424A (Budget Sheet)
- Assurances – Non Construction Program (SF-424B)
- Combined Assurances (ED-80-0013)
- Assurances of Compliance with Title VI of the Civil Rights Act

Evaluation Criteria

A committee of Federal agency representatives with expertise in hazmat instructor training programs will evaluate the grant applications. Each grant application will be evaluated in accordance with the criteria listed below. Each of the criteria must be

individually addressed in the grant application – not to exceed two pages per criteria. The evaluation criteria are:

- (1) Organization demonstrates quantified need for training (15%).
- (2) Degree to which the proposed training program meets the identified training needs (15%).
- (3) Number of instructors to be trained (15%).
- (4) Projected number of hazmat employees each instructor is expected to train (10%).
- (5) Projected impact of the training in reducing risk and enhancing hazmat transportation safety (15%).
- (6) Organization's prior experience in providing hazmat instructor and employee training and the facilities/mechanisms in place to conduct the training (10%).
- (7) Efficiency and cost associated with conducting the training (10%)
- (8) Ability to account for program expenditures and program outcomes (10%).

The PHMSA Administrator will have the final approval to evaluate and select applicants and award financial assistance. The agency may ask an applicant to modify its objectives, work plan, or budget and provide supplemental information prior to award. The Administrator's decision is final.

Grants.gov Guidance on filing application electronically

Use the instruction package on Grants.gov to properly fill out the required forms (SF-424, SF-424A, SF-424B, and ED-80-0013) and attach documents. Assistance is available by calling 617-494-3318/3508 or emailing Carrie.Brown@dot.gov .

Submitting your Application

- Print, then Submit your Grant Application Package electronically to Grants.gov** (using the instructions in the Apply package on Grants.gov).

- Assemble the document in the following order:**
 - Grant Application Package submission confirmation page from Grants.gov
 - Cover Letter from Agency Director
 - SF-424
 - SF-424A
 - SF-424B
 - ED-08-0013
 - Assurances of Compliance with Title VI of the Civil Rights Act
 - Optional Attachments listing
 - Grant Submission Items (Narratives, Schedules, etc.)

Please mail the original and one copy of the complete application package (once electronically submitted in Grants.gov) to:

**HMIT Grant Manager
U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration
East Building Second Floor PHH 50 1200 New Jersey Avenue, SE
Washington, D.C. 20590**

Sample Forms

Not to be used for submission purposes

Application for Federal Assistance SF-424	Version 02
9. Type of Applicant 1: Select Applicant Type: <input type="text"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: NGMS Agency	
11. Catalog of Federal Domestic Assistance Number: <input type="text"/>	
CFDA Title: <input type="text"/>	
* 12. Funding Opportunity Number: MBL-SF424FAMILY-ALLFORMS	
* Title: MBL-SF424Family-AllForms	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
* a. Applicant	<input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.		
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:		
* a. Start Date:	<input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):		
* a. Federal	<input type="text"/>	
* b. Applicant	<input type="text"/>	
* c. State	<input type="text"/>	
* d. Local	<input type="text"/>	
* e. Other	<input type="text"/>	
* f. Program Income	<input type="text"/>	
* g. TOTAL	<input type="text"/>	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E.O. 12372.		
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text" value="Explanation"/>		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)		
<input type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
Authorized Representative:		
Prefix:	<input type="text"/>	* First Name: <input type="text"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
Suffix:	<input type="text"/>	
* Title:	<input type="text"/>	
* Telephone Number:	<input type="text"/>	Fax Number: <input type="text"/>
* Email:	<input type="text"/>	
* Signature of Authorized Representative:	<input type="text" value="Completed by Grants.gov upon submission."/>	* Date Signed: <input type="text" value="Completed by Grants.gov upon submission."/>

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 04/30/2008

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
8. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 8a-8h)					\$	
j. Indirect Charges					\$	
k. TOTALS (sum of 8i and 8j)	\$	\$	\$	\$	\$	
7. Program Income	\$	\$	\$	\$	\$	

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by GMB (Circular A-102)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	\$
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
16. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-87) Page 2

Sample Administrative Assurances

Not to be used for submission purposes

**Assurances - Non-Construction Programs
SF-424B**

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. 91-846) 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 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.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

Tracking Number:

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§278a to 278a-7), 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 subagreements.
10. 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 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.
11. 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 11998; (e) assurance of project 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).
12. Will comply with the Wild and Scenic Rivers Act of 1988 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1986, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§489a-1 et seq.).
14. 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.
15. 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.
16. 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.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	* TITLE
* APPLICANT ORGANIZATION	* DATE SUBMITTED 08-13-1967

Standard Form 424B (Rev. 7-97) Back

Tracking Number:

**Combined Assurances
(Lobbying, Debarment and Drug-free Workplace)
ED-80-0013**

Combined Assurance

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 Agency 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 the address provided in the application instructions. 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)

* Address

* City

County

* State

Zip

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

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

* NAME OF APPLICANT	
<input type="text"/>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text"/> Middle Name: <input type="text"/>
* Last Name: <input type="text"/>	Suffix: <input type="text"/> * Title: <input type="text"/>
SIGNATURE	DATE
This field will be completed on submission to Grants.gov	This field will be completed on submission to Grants.gov