



FLORIDA DEPARTMENT OF EDUCATION

Request for Application

I. GRANT OVERVIEW

Division/Office	Office of Independent Education and Parental Choice
Title	Public Charter Schools Federal Grant Program 2004-2005 Implementation Grant, Second-Year Application
Specific Funding Authority(ies)	Federal CFDA #84.282A – Title V, Part B, Subpart 1 (formerly Title X, Part C) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001
Funding Purpose	Assist charter schools in their second year of operation to provide an innovative educational delivery system that will increase the achievement of students, thereby helping to expand and improve the quality of school choice options for families.
Funding Priorities	Charter schools in the second year of operation.
Support for Reading Initiative	The grant must support the <i>Just Read, Florida!</i> initiative as part of the required Curriculum, Instruction, Assessment and Accountability area described in Section III.B. Information about the initiative is available at: http://www.justreadflorida.org/ .
Reporting on Outcomes	Grant recipients will submit a final year report describing the improvement in student achievement and other outcomes resulting from the grant.
Dissemination and Marketing Plan	All applicants are required to describe how they will disseminate information and communicate results of the project to the appropriate population.
Target Population	Students, parents, and staff who are served or employed by charter schools in the second year of operation.
Eligible Applicants	Charter schools in the second year of operation.
Type of Award	Discretionary Non-Competitive
Total Funding Amount	Approximately \$7.8 million is available to be awarded to eligible applicants under the provisions of the Public Charter Schools Federal Grant Program. It is anticipated that awards will not exceed \$200,000 per project.
Funding Period	October 1, 2004 through June 30, 2005
Technical Support	Dr. Paulette D. Mainwood, Office of Independent Education and Parental Choice, (850) 245-0502, Suncom (850) 205-0502, E-mail: Paulette.Mainwood@fldoe.org
Required Forms	<ul style="list-style-type: none">• DOE 100A – Project Application Form• DOE 101 – Budget Narrative Form• General Assurances for State and Federal Funding
Application Due Date	September 30, 2004, by the close of the business day. The due date is the date the application must be received by the Bureau of Grants Management, Florida Department of Education. It is not the postmark date. The award period for applications received after the due date and approved for funding will be effective from the date that the application is received by Grants Management.

II. FEDERAL REQUIREMENTS

A. Required Assurances

The Florida Department of Education (DOE) has developed and implemented a document entitled, *General Terms, Assurances, and Conditions for Participation in Federal and State Programs*, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- Applicable regulations of other federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

B. Certification of Adherence

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://info.fldoe.org/dscgi/ds.py/Get/File-1268/GrnBookSectionD.pdf>.

School Districts, Community Colleges, Universities and State Agencies: The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

Private Colleges, Community-based Organizations, and Other Agencies: Applicants must submit with the application the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization's current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state. These items must be submitted prior to the issuance of a project award.

III. STATE REQUIREMENTS

A. Relationship of Grant to State Goals and Imperatives

The Florida Legislature has articulated four goals for the state's K-12 educational and accountability system that guide and direct educational activities. These goals are:

1. Highest Student Achievement
2. Seamless Articulation and Maximum Access
3. Skilled Workforce and Economic Development
4. Quality, Efficient Service

Adopting these goals as a foundation, the State Board of Education has identified eight Strategic Imperatives as part of its long-range strategic planning effort to improve Florida's education system. One of these imperatives, *Strategic Imperative 5.0, Quality, Quantity of Education Options*, places a priority on expanding and improving the quality of school choice options that are available to Florida's families.

As one of Florida's fastest growing choice options, charter schools have a key role in helping to accomplish this imperative. The funds from this grant must be used to improve the quality of charter schools in their second year of operation, thereby helping to expand and improve the quality of school choice options for Florida parents and students.

B. Priority Areas and Required Activities

The grant application must clearly describe how funds will be used to address each of the following state requirements:

1. Overview of School Mission, Academic Focus, and Student Enrollment

- a. State the mission and philosophy of the school, and identify any changes that have occurred since the school received first-year implementation funds.
- b. Describe the school's academic focus and program goals for the 2004-2005 school year.
- c. Describe the school's student population, including the number and demographic composition of the students to be served. Note any changes in the student population to be served in 2004-2005 from the school's first-year implementation grant.

2. Essential Areas for Effective Charter Schools

The DOE has identified the following five areas that are considered to be essential to the implementation and success of high-quality charter schools. The application must describe how the school will address **each** of the following essential areas:

- a. Curriculum, Instruction, Assessment, and Accountability
- b. Special Education Services
- c. Business, Finance, and Accounting
- d. Governance and Legal
- e. Administration and Operations

The application must describe how the school will address the *Just Read, Florida!* initiative as part of the Curriculum, Instruction, Assessment and Accountability area. The application's description of how each of these five areas will be addressed must correspond to the budget information on the DOE 101 budget page for a minimum of these five areas. If grant funds will not be used for implementation of one or more of these five essential areas, the application must identify the funding source that will be used.

3. Technology and Internet Connectivity

As public schools, charter schools are required to report student performance achievement data, including the information required for the annual school report and the education accountability system governed by ss. 1008.31 and 1008.345, Florida Statutes. Further, it is the policy of the DOE to support and use a paperless communication system to the greatest extent possible.

The grant application must include evidence to document that the school currently has access on site to the Internet and an email account that is dedicated to charter school business which will enable staff to receive and transmit data, receive paperless communications, and exchange electronic correspondence with state and local agencies. If the school meets this requirement, the application must describe how the school will maintain the equipment in proper working order and upgrade it as necessary to ensure efficient communication, operation and transmission of data. Should the school currently not have the capacity to support paperless data transmission and communications, the grant application must describe how the school will acquire, maintain and upgrade equipment (e.g., computers, servers, modems, phone lines) and software to meet this requirement.

Recipients may use grant funding for meeting this technology and electronic transmission requirement. The grant application budget must reflect any funds to be used for this purpose.

4. Personnel Development and Training

The director, or the director's designee, will be required to participate in the Florida Annual State Charter School Conference to be held November 9-11, 2004, in Orlando. Additionally, the director or designee will be required to attend other specified DOE training and leadership development workshops to be conducted during the school year.

Recipients may reserve grant funding for participation in these required conferences and workshops. The grant application budget must reflect any funds to be used in meeting these training requirements.

5. Ongoing School Operation

The application must describe the charter school's plans and financial strategy to ensure the school's ongoing operation upon expiration of the federal grant.

The application must state that the grant recipient agrees to immediately notify the Office of Independent Education and Parental Choice, DOE regarding any change in the school's charter status, administration, contact information, or other descriptive information that is needed by the DOE to maintain a current database of all operating charter schools in Florida.

C. Uses of Grant Award

Only schools that are in their second year of operation are eligible to respond to this Request for Application. An eligible applicant receiving a grant may use the funds, under federal guidelines, for the following:

1. Post-award planning and design of the educational program, which may include:

- a. Refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
- b. Professional development of teachers and other staff who will work in the charter school.

2. Implementation of the charter school, which may include:

- a. Informing the community about the school;
- b. Acquiring necessary equipment and educational materials and supplies;
- c. Acquiring or developing curriculum materials; and
- d. Other initial operating costs that cannot be met from state or local sources.

These broad federal guidelines are clearly intended to give the charter school governing board maximum flexibility to design a budget specific to the needs of the charter school. The DOE has approximately \$7.8 million dollars available for the 2004-2005 Implementation Grant, Second-Year Application. It is anticipated that awards will not exceed \$200,000 per charter school.

D. Reporting Requirements

Each charter school receiving a grant must prepare a quarterly financial report of expenditures related to the grant for submission to the Office of Independent Education and Parental Choice, DOE. Dates for submission of these reports will be provided after award notification.

A final report must be submitted to the Office of Independent Education and Parental Choice, DOE, describing how the quality of the school's education program, including student achievement, has been improved through use of the grant funds. Dates and reporting details for this report will be provided after award notification.

All grant recipients must submit a complete DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

IV. FISCAL REQUIREMENTS

Federal guidelines do not allow recipients to use these grant funds for expenditures which were encumbered prior to the official notification of a grant award, as established by the date of the Commissioner's project award notification document.

A local educational agency may not deduct funds for indirect costs, including administrative fees or expenses, from a sub-grant awarded to an eligible applicant, unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local educational agency. Absent such approval, the local educational agency shall distribute all funds to the eligible applicant without delay.

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the *General Assurances for Participation in Federal and State Programs*. These procedures and documents can be accessed on-line at <http://www.firm.edu/doe/comptroller/gbook.htm>.

Federal funds will be distributed using the Federal Cash Advance Request System to school districts, universities, community colleges, and other governmental agencies by electronic fund transfer to recipients for disbursements. Expenditures for projects funded by federal cash advance should be reported as they occur until the 20th of each month, using the On-Line Disbursement Reporting System.

V. APPLICATION REVIEW CRITERIA

Project applications for the 2004-2005 Implementation Grant, Second Year will be reviewed to verify that all requirements in the Request for Application have been addressed. This includes the following:

- Narrative describing how the grant will address each of the five essential areas described in Section III.B. **NOTE:** This section of the application must not exceed five pages.
- Description of the school's plans for including *Just Read, Florida!* as part of the Curriculum, Instruction, Assessment and Accountability area.
- Inclusion of five essential areas in the budget, or if not part of the grant budget, identification of the funding source to be used in addressing each area not supported with grant funds.
- Assurances that all special requirements and activities will be met.
- Documentation of the school's on-site access to the Internet or description of the school's plans to meet this requirement.
- Budget expenditures that are consistent with purposes of the grant.
- Original signatures on all appropriate forms.
- Copy of the approved charter application.

VI. APPLICATION PROCEDURES

A. What to Submit

Applicants must submit four (4) copies of the completed application. One (1) of the four (4) copies must include the original signatures of the superintendent and charter agency head. It is recommended that the signature be made in an ink color other than black to help reviewers determine which copy has the original signatures. The original and copies may be stapled, but no other binding will be acceptable.

B. Conditions for Acceptance

Applicants shall become eligible for approval of grant awards after the DOE has received a project application containing all program and fiscal information specified in the RFA instructions. The application must also be received no later than the close of business on the date of the submission deadline stated below.

Applications signed by officials other than the appropriate agency head must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the governing board for other eligible applicants. Attach the letter or documentation to the DOE 100A when the application is submitted.

Prior to actual disbursement of grant funds to qualifying applicants, all applicable forms from the following list must be submitted, with the required dates and original signatures provided:

- DOE 100A- Project Application Form
- DOE 101 – Budget Narrative Form
- Public Charter Schools Federal Grant Program Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- Copy of the current charter application and charter approved by the local school board or other sponsoring agency.

C. Where to Submit

Bureau of Grants Management
Florida Department of Education
325 West Gaines Street
Turlington Building, Room 325
Tallahassee, Florida 32399-0400

D. Due Date

Applications must be received in the Florida Department of Education by the end of the business day on September 30, 2004. This is not a postmark date. FAXED copies will not be accepted.

E. Attachments

- DOE 100A – Project Application Form
- DOE 101 – Budget Narrative Form
- Public Charter Schools Federal Grant Program Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements

FLORIDA DEPARTMENT OF EDUCATION Project Application

Please return to: Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498	A) Program Name: PUBLIC CHARTER SCHOOL FEDERAL GRANT PROGRAM 2004-2005 IMPLEMENTATION SECOND YEAR APPLICATION	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <hr style="width: 20%; margin: 0 auto;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ _____	D) Applicant Contact Information	
	Contact Name: _____	Mailing Address: _____
	Telephone Number: _____	SunCom Number: _____
	Fax Number: _____	E-mail Address: _____
CERTIFICATION I, _____, <i>(Please Type Name)</i> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E) <div style="text-align: center; margin-top: 20px;"> Signature of Agency Head </div>	<div style="text-align: center; margin-top: 20px;"> Signature of Charter Head </div>	



Instructions for Completion of DOE 100A

- A. If not pre-printed, enter name of the program for which funds are requested.
- B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C. Enter the total amount of funds requested for this project.
- D. Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
- E. The original signature of the appropriate agency head is required. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the governing board for other eligible applicants.

Note: Applications signed by officials other than the appropriate agency head (must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

A) _____
 B) Name of Eligible Recipient: _____

 Project Number: **(DOE USE ONLY)**

TAPS Number 5C051

**FLORIDA DEPARTMENT OF EDUCATION
 Budget Narrative Form**

(1) OBJECT	(2) ACCOUNT TITLE AND NARRATIVE	(3) FTE POSITION	(4) AMOUNT
C) TOTAL			\$



DOE 101 Instructions

Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

(DOE USE ONLY)

COLUMN 1 - OBJECT:

SCHOOL DISTRICTS: Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGES: Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES: Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 2 – ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- **SALARIES:** Describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES:** Describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES:** Describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS:** Provide the agency name and description of the service(s) to be rendered.
- **TRAVEL:** Provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY:** Provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST:** Provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE: Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 4

AMOUNT: Provide the budget amount requested for each object code.

TOTAL: Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

CHARTER SCHOOL ASSURANCES

Fiscal Agency:

Name of Organization or Entity:

Address:

<u>ASSURANCES</u>	YES	NO
1. Funds received under this grant will be used to supplement and, to the extent practical, increase the level of funds that would be made available from nonfederal sources, and in no case will such funds be used to supplant funds from nonfederal sources.	—	—
2. Activities will be implemented which are consistent with state and federal fiscal and program requirements.	—	—
3. The charter school will maintain accurate and timely project records which document progress in implementing this project, and which demonstrate compliance with all state and federal fiscal and program requirements.	—	—
4. The charter school and the district will provide all information required by the Florida Department of Education for fiscal audit, program evaluation and annual reporting to the U.S. Department of Education.	—	—
5. The charter school will provide the U.S. Secretary of Education and the Florida Department of Education any information that may be required to determine if the charter school is making satisfactory progress toward achieving the objectives described in its charter.	—	—
6. The charter school will cooperate with the U.S. Secretary of Education and the Florida Department of Education in evaluating the charter school assisted under this program.	—	—
7. The charter school will submit a timely annual report to the school district and to the Department of Education, as required by Section 1002.33, Florida Statutes, containing all the information required by law.	—	—
8. The charter school will create and maintain an accurate and up-to-date Charter School Profile on the Florida portion of the U.S. Department of Education charter school website, in order to provide the public with more accurate and timely information about all Florida charter schools.	—	—
On a separate page, attach an explanation for any assurance marked “No.”	—	—

Certification is hereby given that all facts, figures, and representations made in this application with regard to participation of the organization or entity specified above are true and correct.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative & Date Signed

(Continue on Additional Sheets as Necessary)

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress 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 the 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 (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (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 Individual)

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 grantees policy of maintaining a drug free workplace;

<p>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and</p> <p>(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;</p> <p>(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);</p> <p>(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--</p> <p>(1) Abide by the terms of the statement; and</p> <p>(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;</p> <p>(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 and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant;</p> <p>(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 --</p> <p>(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</p>	<p>(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;</p> <p>(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).</p> <p>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)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Check <input type="checkbox"/> if there are workplaces on file that are not identified here.</p> <p>Drug-Free Workplace (Grantees who are Individuals)</p> <p>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 --</p> <p>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</p> <p>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 and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant.</p>
<p>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.</p>	
<p>NAME OF APPLICANT</p>	
<p>PRINTED NAME AND TITLE OF AUTHORIZED CHARTER SCHOOL REPRESENTATIVE</p>	
<p>SIGNATURE</p>	<p>DATE SIGNED</p>