

DUE DATE - 5/31/2010

FY 2011
GENERAL STATEMENT OF ASSURANCE

Grants Management Use Only

RETURN SIGNED ORIGINAL DOCUMENT TO:

Arizona Department of Education
Attention: Grants Management Office, Bin 3
1535 West Jefferson Street
Phoenix, Arizona 85007

Date Started for CL	
Processed By	
Date Completed CL	

A General Statement of Assurance must be filed **ANNUALLY** with the Superintendent of Public Instruction in order to participate in any Arizona Department of Education (ADE) administered program. **ONLY** those individuals whose original signature appears on this document will be recognized as the **AUTHORIZED REPRESENTATIVE**; and, the only individuals with the authority to sign for the entity they represent. These individuals will be issued a User ID to enable the electronic transmittal of documents.

Name of Educational Agency: Amphitheater Unified District (CTDS:100210000 Entity ID:4406)

Mailing Address: 701 W. Wetmore Road, Tucson, AZ 85705

Payment Address: 701 W. Wetmore Road, Tucson, AZ 85705

Phone: 520-696-5128

Fax: 520-696-5065

E-mail: slittle@amphi.com

Intent:

Federal and State assisted programs require that recipient agencies guarantee accountability to the United States and the State of Arizona, eliminate unlawful discrimination and ensure equal opportunities for the beneficiaries or potential beneficiaries of Federal financial assistance. The intent of the law is to accomplish this as soon as possible, but with careful review and meaningful efforts at voluntary compliance.

The General Assurance Statement does not cover the unique aspects of individual programs. Individual program staff will inform or make available to the recipient agency any changes in the rules and regulations that are applicable to that program.

ASSURANCES

The parties referred to in this document are the United States Department of Education, the Bureau of Indian Affairs of the United States Department of Interior, the United States Department of Agriculture, and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the State Board of Education of the State of Arizona, herein referred to as the "STATE AGENCY," and the local educational agency, herein referred to as the

"SUBGRANTEE," Name of Educational Agency: Amphitheater Unified District (CTDS:100210000 Entity ID:4406)

CTDS # (If not listed above) County Pima, State of Arizona.

The STATE AGENCY may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Misrepresentation of information on grant applications can result in termination of program participation.

Consistent with 34 C.F.R. Sections 76-85, the SUBGRANTEE assures, if awarded a grant, sub-grant, or contract:

1. That the SUBGRANTEE will accept funds in accordance with applicable Federal and State statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto.
2. That the control of funds provided to the SUBGRANTEE under each program and title to property acquired with those funds will be in a designated eligible recipient and that a designated eligible recipient will administer those funds and property.
3. That the SUBGRANTEE has the necessary legal authority to apply for and receive the proposed grant or sub-grant and enter into the contract.
4. That the SUBGRANTEE 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 Organization" utilizing generally accepted accounting principles (GAAP). That the SUBGRANTEE will furthermore utilize competitive bidding practices in compliance with applicable procurement regulations.
5. That the SUBGRANTEE will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program.
6. That the SUBGRANTEE will make reports to the STATE AGENCY and to the DEPARTMENT as may reasonably be necessary to enable the STATE AGENCY and DEPARTMENT to perform their duties (e.g. Monthly cash management report, completion report, other required reports by a program)
7. That the SUBGRANTEE will maintain records, including the records required under Section 443(a) of the General Education Provisions Act ("GEPA"), 20 U.S.C. § 1232f, and provide access to those records as the STATE AGENCY or DEPARTMENT and the Comptroller General or any of their authorized representatives in the conduct of audits authorized by Federal Law or State Statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.
8. That the SUBGRANTEE will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of each program.
9. That any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and to other members of the general public.
10. That in the case of any project involving construction, the project is not inconsistent with overall State plans for the construction of school facilities, if applicable; and in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and applicable provisions of Chapter 4 of Title 34, A.R.S., in order to ensure that facilities constructed with Federal (which become subsequently State) funds are accessible to and usable by handicapped individuals.
11. That the SUBGRANTEE has adopted effective procedures for:
 - A. Acquiring and disseminating to teachers and administrators participating in each program, significant information resulting from educational research, demonstration and similar projects; and
 - B. Adopting, if appropriate, promising educational practices developed through those projects.
12. That no person shall, on the ground of race, color, national origin, handicap, or sex be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination under any program or activity for which the SUBGRANTEE receives Federal financial assistance. Admissions policies for private schools are understood and agreed to be part of such programs. In this vein, the SUBGRANTEE agrees to assure compliance with the Governor of Arizona's Executive Order 99-4 prohibiting discrimination in employment, as well as Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972

(20 U.S.C. § 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Age Discrimination Act (42 U.S.C. § 6101 *et seq.*); and the Americans with Disabilities Act ("ADA") (42 U.S.C. § 12101 *et seq.*).

13. That the SUBGRANTEE may not use its Federal or State funding to pay for any of the following:
 - A. Religious worship, instruction, or proselytization.
 - B. Equipment or supplies to be used for any of the activities specified in paragraph 13A, herein.
 - C. Construction, remodeling, repair, operation, or maintenance of any facility or part of a facility to be used for any of the activities specified in paragraph 13A, herein.
 - D. An activity of a school or department of divinity. A school or department of divinity is defined in 34 C.F.R. § 76.532(b).
14. That no Federal funding may be used for the acquisition of real property unless specifically permitted by the authorizing statute or implementing regulations for the program.
15. That the SUBGRANTEE may not count tuition and fees collected from students toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
16. That the SUBGRANTEE shall, to the extent possible, coordinate each of its projects with other activities that are in the same geographic area served by the project and that serves similar purposes and target groups.
17. That the SUBGRANTEE shall, to the extent possible, if its project includes activities to improve the basic skills of children, youth, or adults, coordinate its project with other basic skills activities that are in the same geographic area served by the project. Basic skills mean reading, mathematics, and effective communication, both written and oral.
18. That the SUBGRANTEE shall continue its coordination with the STATE AGENCY during the length of the project period.
19. The SUBGRANTEE shall cooperate in any evaluation by the DEPARTMENT.
20. That if a program so requires, provisions shall be made for the participation of children enrolled in private schools in the area to be served. Such provision shall:
 - A. Provide private school students with a genuine opportunity for equitable participation.
 - B. Provide an opportunity to participate in a manner that is consistent with the number of eligible private school students and their needs.
 - C. Maintain continuing administrative direction and control over funds and property that benefit students enrolled in private schools.
 - D. Comply with the requirements of 34 C.F.R. §76.652 through 76.662.
21. That no provision of any law shall be construed to authorize the consolidation of any applicable program with any other program, such as the commingling of funds derived from one appropriation with those derived from another appropriation.
22. That funds will be used to supplement and not supplant State and local funds expended for educational purposes and, to the extent practicable, increase the fiscal effort that would, in the absence of such funds, be made by the SUBGRANTEE for educational purposes.
23. That the SUBGRANTEE will comply with all relevant laws relating to privacy and protection of individual rights including 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act of 1974).
24. That the SUBGRANTEE will comply with any applicable federal, state and local health or safety requirements that apply to the facilities used for a project.

25. That it shall maintain records for 5 years following completion of the activities for which the SUBGRANTEE uses the federal or state funding and which show:
- A. The amount of funds under the sub-grant or grant.
 - B. How the SUBGRANTEE uses the funds.
 - C. The total cost of the project.
 - D. The share of that total cost provided from other sources.
26. If real property or structures are provided or improved with the aid of Federal financial assistance, the SUBGRANTEE will comply with applicable statutes, regulations and the project application in the use, encumbrance, transfer or sale of such property or structure. If personal property is so provided, the SUBGRANTEE will comply with applicable statutes, regulations and the project application in the use, encumbrance, transfer, disposal and sale of such property.
- 27.. That in the event of a sustained audit exception, and upon demand of the STATE AGENCY, the SUBGRANTEE shall immediately reimburse the STATE AGENCY for that portion of the audit exception attributable under the audit to the SUBGRANTEE, but shall also immediately reimburse the STATE AGENCY expenses in defending the audit exception, including and not limited to travel and attorney's fees, in an amount proportional to the amount of the audit exception attributable to the SUBGRANTEE. The SUBGRANTEE agrees to hold the STATE AGENCY harmless for any audit exception arising from the SUBGRANTEE's failure to comply with applicable regulations.
28. That the SUBGRANTEE is aware all Federal funds granted to it are conditioned upon the availability and appropriation of such funds by the United States Congress and are subject to reduction or elimination by the United States Congress at any time, even following award and disbursement of funds. The SUBGRANTEE shall hold the STATE AGENCY harmless for any reduction or elimination of Federal funds granted to it. In the event of non-appropriation and notice, the SUBGRANTEE shall immediately cease further expenditures under any project.
29. That the SUBGRANTEE is in compliance with State and Federal laws and regulations.
30. This assurance is given in consideration of and for the purpose of obtaining any and all grants, loans, contracts, property, discounts or other financial assistance extended after the date hereof to the SUBGRANTEE by the DEPARTMENT, through the STATE AGENCY, including installment payments, after such date on account of applications for financial assistance which were approved before such date. The SUBGRANTEE recognized and agrees that such financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States and the State of Arizona, individually or jointly, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the SUBGRANTEE, its successors, transferees and assigns. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the SUBGRANTEE. (The next page is provided for additional signers. **Please use blue ink.**)
31. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009

Section A must be signed by: **a. Districts: Board President, Superintendent**

b. Charters: Charter Contract Signer

c. Other Type of Entities (Not Districts or Charters) : Comparable authorized official

SECTION A

Educational Agency:	Amphitheater Unified District (CTDS:100210000 Entity ID:4406)		
Name:	Jeff Grant	Title:	Governing Board President
		Date:	
Signature in Blue Ink		Email	jgrant@amphi.com
		<input type="checkbox"/> Common Logon Access Required	<input type="checkbox"/> Grant Email Contact (select type from drop down)
			<input type="checkbox"/> Financial

SECTION B

Name of Educational Agency: Amphitheater Unified District (CTDS:100210000 Entity ID:4406)

CTDS # (If not listed above)

EntityID (If not listed above)

GSA Access	Capture Access	Remove Access	Grant Email Contact	First Name	Last Name	Title	Email	Phone	GSA Signer Signature in Blue Ink or Removal Reason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Vicki	Balentine	Superintendent	vbalentine@amphi.com	520-696-5206	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Patrick	Nelson	Associate Superintendent	pnelson@amphi.com	520-696-5172	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Todd	Jaeger	Associate to the Superintendent	tjaeger@amphi.com	520-696-5156	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Scott	Little	Chief Financial Officer	slittle@amphi.com	520-696-5130	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Monica	Nelson	Chief Academic Officer	mnelson@amphi.com	520-696-5170	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Tom	Collins	Director of Federal Programs	tcollins@amphi.com	520-696-4087	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Cathy	Eiting	Executive Director of Student Services	ceiting@amhi.com	520-696-5233	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Tom	Jacobs	Senior Accountant	tjacobs@amphi.com	520-696-5123	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Helen	Dearmore	Accountant	hdearmore@amphi.com	520-696-5135	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Heather	Juarez	Admin Assistant II	hjuarez@amphi.com	520-696-5168	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Kathy	Russell	Admin Assistant I	krussell@amphi.com	520-696-5169	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Virginia	Garcia	Food Service Bookkeeper	vgarcia@amphi.com	520-696-5131	

GSA Access: Users can perform data entry for applications, amendments and completion reports and are able to submit reports, applications or amendments to ADE.

Remove Access: Users no longer employed with your entity or no longer need grants management access from prior Fiscal Year. A list of users can be provided upon request.

Capture Only Access: Users will only be able to perform data-entry for applications, amendments & completion reports but cannot access the Cash Mgmt Reports and/or submit reports, applications or amendments to ADE.

Grant Email Contact: Financial Contact notifications: Cash Mgmt Report, Return of Grant Monies, or Completion Report. General Contact notifications: application, amendment, or other important grant reminders. If you wish to receive both notifications, please select Both.

SECTION B

Name of Educational Agency: Amphitheater Unified District (CTDS:100210000 Entity ID:4406)

CTDS # (If not listed above)

EntityID (If not listed above)

GSA Access	Capture Access	Remove Access	Grant Email Contact	First Name	Last Name	Title	Email	Phone	GSA Signer Signature in Blue Ink or Removal Reason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Diane	Gutierrez	Teacher Facilitator & Instructional Support	dgutierr@amphi.com	520-696-6951	<i>Diane Gutierrez</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Linda	Haller	Special Education Coordinator	lhaller@amphi.com	520-696-6420	<i>Linda Haller</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Pam	Fenstamaker	Assist Director of Special Education	pfenstamaker@amphi.com	520-696-5095	<i>Pamela Fenstermaker</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Cindy	Taylor	Budget Tech	ctaylor@amphi.com	520-696-5129	<i>Cindy Taylor</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Benita	Brown	Budget Tech	bebrown@amphi.com	520-696-6967	<i>Benita Brown</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Lois	Blowers	Admin Assist I	lblowers@amphi.com	520-696-5230	<i>Lois Blowers</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Patti	Greenleaf	CTE Director	pgreenle@amphi.com	520-696-5218	<i>Patti Greenleaf</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both	Linda	Kelley	Budget Tech	lkelley@amphi.com	520-696-5239	<i>Linda L Kelley</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Both	Janet	Wanczyk	Secretary II	jwanczyk@amphi.com	520-696-6950	<i>Janet Wanczyk</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	Pam	Roberts	Executive Director of Student Services	proberts@amphi.com	520-696-5233	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	Elsa	Young	Grant Program Coordinator	eyoung@amphi.com	520-696-4088	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both						

GSA Access: Users can perform data entry for applications, amendments and completion reports and are able to submit reports, applications or amendments to ADE.

Remove Access: Users no longer employed with your entity or no longer need grants management access from prior Fiscal Year. A list of users can be provided upon request.

Capture Only Access: Users will only be able to perform data-entry for applications, amendments & completion reports but cannot access the Cash Mgmt Reports and/or submit reports, applications or amendments to ADE.

Grant Email Contact: Financial Contact notifications: Cash Mgmt Report, Return of Grant Monies, or Completion Report. General Contact notifications: application, amendment, or other important grant reminders. If you wish to receive both notifications, please select Both.

Certification Regarding Lobbying; Debarment, Suspension, Ineligibility and Voluntary Exclusion; and Drug-Free Workplace

Lower Tier Covered Transactions

This certifies compliance with requirements regarding Lobbying; Debarment, Suspension, Ineligibility and Voluntary Exclusion; and, Drug-Free Workplace, as prescribed in 34 C.F.R. Part 82 and Part 85, and 7 C.F.R. Part 3017, and the required regulations implementing Executive Order 12549. Copies of these regulations may be obtained by contacting the person to whom this statement is submitted.

(BEFORE COMPLETING CERTIFICATION, READ THE REQUIREMENTS THAT FOLLOW)

- (1) All fund participants must certify, by submission of this statement, that project funds will not, in any way, be used for the purpose of Lobbying or otherwise influencing decisions supporting the granting of funds administered by the Arizona Department of Education (ADE).
- (2) The prospective lower tier participant certifies, by submission of this statement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) 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 statement.
- (4) Furthermore, that sub-grantees receiving ADE administered funds will provide a drug-free workplace.

Section C must be signed by: **a. Districts: Board President, Superintendent**

b. Charters: Charter Contract Signer

c. Other Type of Entities (Not Districts or Charters) : Comparable authorized official

SECTION C

Educational Agency:	Amphitheater Unified District (CTDS:100210000 Entity ID:4406)		
Name:	Jeff Grant	Title:	Governing Board President
		Date:	
Signature in Blue Ink		Email	jgrant@amphi.com

REQUIREMENTS FOR CERTIFICATION

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the participant or 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.

By signing and submitting this statement, it is understood that the participants and prospective lower tier participant has done so in accordance with the following:

LOBBYING:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the above signed, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan 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 a Federal contract, grant loan 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-grantees shall certify and disclose accordingly.
- (d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (a) The prospective lower tier participant shall provide immediate written notice to the person to whom this statement 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.
- (b) 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 whom this statement is submitted for assistance in obtaining a copy of those regulations.
- (c) The prospective lower tier participant agrees by submitting this statement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency from which this transaction originated.
- (d) The prospective lower tier participant further agrees, by submitting this statement, that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (e) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless 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 Non procurement List.
- (f) 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 dealing.
- (g) Except for transactions authorized under paragraph (e) 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, the department or agency from which this transaction originated may, in addition to other remedies available, pursue suspension and/or debarment.

DRUG-FREE WORKPLACE (Grantee other than Individuals)

As required by the Drug-Free Workplace Act of 1988, and subsequent regulations, 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 the dangers of drug abuse; grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will abide by the terms of the statement; and, notify the employer 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 paragraph (d) 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, 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), 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).

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.