

**Career and Technical Education (CTE)**  
**LOCAL PLAN UPDATES FOR FISCAL YEAR (FY) 2019**  
**AND PROGRAM CHANGE FORM**  
**ASSURANCES SIGNATURE PAGES**

District #: 4120 District Name: Tupelo Public Schools

Contact Person: Evet Topp Telephone Number: 662.841.8990

**The District/Institution will submit an application to the Mississippi Department of Education for the Carl D. Perkins 2018-2019 Basic Grant. The district /institution assures that it will abide by each requirement of the grant.**

Instructions: All signatures are REQUIRED. This form with ORIGINAL signatures (signed in BLUE ink) must be upload into the Local Plan Update (LPU) before you submit your LPU. Signatures on this form provide for certification requirements on the actual application which is submitted through Lotus Notes. The certifications and assurances shall be evidence of material representation of fact upon which reliance will be placed when the Mississippi Department of Education (MDE), Office of Career and Technical Education (CTE) determines to award the Local Plan Budget, Career and Technical Education Teacher Budget, Short Term Adult Program, Financial Responsibility, Program Change application, 20 or 40 Day Extended contracts, or grant.

This signed Letter of Transmittal acknowledging Superintendent/President/School Board President/Business Manager /Director has agreed to:

- A. Federal Assurances
- B. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
- C. Assurances - Non-Construction Programs
- D. Teacher Budget
- E. Short Term adult program application: If applicable
- F. Acceptance of Administrative and Financial Responsibility for Electronic and Reimbursement Request submitted by the District to the MDE/CTE:
- G. New/Conversion/Termination program request: If applicable
- H. Extended 20 or 40-day Contract Application for Secondary Skills Programs/Teachers: If applicable

**A: Federal Assurances**

**IT IS ASSURED AND UNDERSTOOD THAT:**

- Brochures and other printed materials paid for, in whole or in part, with Carl D. Perkins funds will carry a statement indicating the funding source. Brochures and other small documents must carry the statement: "The contents of this publication were developed with funds from the Carl D. Perkins Act." Other publications such as reports, films, video clips, etc. must carry the statement: "The contents of this publication were developed under a grant from the US Department of Education (Carl D. Perkins Act). However, the contents do not necessarily represent the policy of the Department of Education." (EDGAR 75.620)
- Perkins funds will not be used to supplant program activities or services being funded with state and local funds.
- An inventory record will be maintained for all equipment costing \$5,000 or more and purchased with federal funds; a copy of which will be submitted with the annual report.

- Funds will not be used to acquire equipment (including computer software) that results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such organization.
- Career-Technical Education services, programs, and activities will reflect state or regional labor market needs.
- Provisions will be made to provide equal access to programs and opportunities for all students who desire to participate in career-technical services, programs, and activities regardless of race, color, national origin, sex, disability, or age.
- The applicant will provide Career-Technical Education programs that achieve at least one or more of the Nine Required Uses of Funds (see Perkins Act of 2006). The applicant understands that it will be held accountable on Compliance Reviews for meeting the Nine Required Uses.
- The applicant shall provide the local plan to appropriate Career-Technical committees/councils for review.
- The recipient is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension," and the recipient will not contract with a subcontractor that is debarred or suspended.
- Equipment purchased with these funds will be used for Career-Technical purposes during regular school hours.
- The applicant agrees to report and upload into the Mississippi Student Information System (MSIS) Performance Data by these categories: 1) Gender; 2) Ethnicity (American Indian or Alaska Native, Asian or Pacific Islander, Black-Non Hispanic, Hispanic, White-Non-Hispanic), and 3) Special Populations (Individuals with Disabilities, Economically Disadvantaged, Single Parents, Displaced Homemakers, Other Educational Barriers (if applicable), Limited English Proficient and Nontraditional Enrollees).
- The district will provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs.

**B. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION; OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS**

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

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit
- (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;



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 (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available As required by Executive Order 12549, Debarment and Suspension, and drug counseling, rehabilitation, and employee assistance programs; and (4) The implemented at 34 CFR Part 85, for prospective participants in primary covered penalties that may be imposed upon employees for drug abuse violations transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-- A. The occurring in the workplace; (c) Making it a requirement that each employee to be applicant certifies that it and its principals: (a) Are not presently debarred, engaged in the performance of the grant be given a copy of the statement suspended, proposed for debarment, declared ineligible, or voluntarily excluded required by paragraph (a); (d) Notifying the employee in the statement required from covered transactions by any Federal department or agency; (b) Have not by paragraph (a) that, as a condition of employment under the grant, the within a three-year period preceding this application been convicted of or had a employee will: (1) Abide by the terms of the statement; and (2) Notify the civil judgment rendered against them for commission of fraud or a criminal offense employer in writing of his or her conviction for a violation of a criminal drug in connection with obtaining, attempting to obtain, or performing a public (Federal, statute occurring in the workplace no later than five calendar days after such State, or local) transaction or contract under a public transaction; violation of conviction; (e) Notifying the agency, in writing, within 10 calendar days after Federal or State antitrust statutes or commission of embezzlement, theft, forgery, receiving notice under subparagraph (d)(2) from an employee or otherwise bribery, falsification or destruction of records, making false statements, or receiving actual notice of such conviction. Employers of convicted employees receiving stolen property; (c) Are not presently indicted for or otherwise criminally must provide notice, including position title, to: Director, Grants Policy and or civilly charged by a governmental entity (Federal, State, or local) with Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. commission of any of the offenses enumerated in paragraph (2)(b) of this (Room 3652, GSA Regional Office Building No.3), number(s) of each affected certification; and grant;

Washington, DC 20202-4248. Notice shall include the identification (f) Taking one of the following actions, within 30 calendar days of receiving notice under DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) As subparagraph (d)(2), with respect to any employee who is so convicted: (1) Taking required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR appropriate personnel action against such an employee, up to and including Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 termination, consistent with the requirements of the Rehabilitation Act of 1973, as and 85.610- A. As a condition of the grant, I certify that I will not engage in the amended; or (2) Requiring such employee to participate satisfactorily in a drug unlawful manufacture, distribution, dispensing, possession, or use of a controlled abuse assistance or rehabilitation program approved for such purposes by a Federal, substance in conducting any activity with the grant; and B. If convicted of a State, or local health, law enforcement, or other appropriate agency; (g) Making a criminal drug offense resulting from a violation occurring during the conduct of good faith effort to continue to maintain a drug-free workplace through any grant activity, I will report the conviction, in writing, within 10 calendar implementation of paragraphs (a), (b), (c), (d), (e), and (f). B. The grantee may days of the conviction, to: Director, Grants Policy and Oversight Staff, insert in the space provided below the site(s) for the performance of work done in Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA connection with the specific grant: Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected

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

4125 Golden Wave Drive, Tupelo, Lee County, MS 38801

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

## C. ASSURANCES - NON-CONSTRUCTION PROGRAMS

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 hereby certify that the applicant will comply with the above certifications. 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. ??4728-4763) relating to

prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ??1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ?794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ?? 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ?? 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. ?? 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ? 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 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 11988; (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 (Clear Air) Implementation Plans under Section 176(c) of the Clear 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). 8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. ??1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. ??276a to 276a-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. 12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. ??1721 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 1966, 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. ??469a-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.



**D. Teacher Budget:**

We certify that the statements and budget data for the ongoing vocational programs represented on the Teacher Budget submitted through MSIS for the Local Plan Update, are true and correct to the best of our knowledge and belief, and that adequate funds have been budgeted and will be utilized to maintain instructional equipment and to provide instructional supplies and other support essential to the successful operation of these programs. I hereby pledge full cooperation with the State Board of Education (SBE) in maintaining these Career and Technical classes so as to comply with policies and other requirements for state and federal aid as provided by law. We therefore request the maximum reimbursement for which the district qualifies.

**Check One:**

This FY Career and Technical Education Teacher Budget has Local Board Approval. Board Approval date: April 10, 2018

This FY Career and Technical Education Teacher Budget is tentative, pending Local Board Approval. Board Meeting date: \_\_\_\_\_

**E. Short Term Adult Program Application: If applicable**

We certify that the information submitted through Lotus Notes are true and correct to the best of our knowledge and belief for Short Term Adult Programs, funded by State or Perkins IV Federal funds, and to assure accurate electronic reporting of instructional, enrollment, and demographic data that will be submitted when requesting payments to the district for completion of approved Short-Term Adult Programs. A signature is required if funds requests are to be made.

**F. Acceptance of Administrative and Financial Responsibility for Electronic and Reimbursement Requests submitted by the District to the MDE/OVTE:**

We hereby accept full administrative and financial responsibility for this Fiscal Year electronic data submitted by the district for reimbursement requests for allowable expenditures of state funds allocated to Short Term Adult Programs, and/or Federal Perkins funds budget to "Adult" or "Other Cost", or Perkins 85% funds.

We hereby certify that the reimbursement request(s), as submitted, is/are correct and that funds are/have been expended in accordance with state and federal regulations and documentation is on file in the local school district.

**G. New/Conversion/Termination Program Request, if applicable**

This section acknowledges and attests to the submission of a request for a new/conversion/termination program and certifies that the information submitted through Lotus Notes is true and correct to the best of our knowledge and belief.

|    | Program Name | School Number | New/Conversion/Termination |
|----|--------------|---------------|----------------------------|
| a. | _____        | _____         | _____                      |
| b. | _____        | _____         | _____                      |
| c. | _____        | _____         | _____                      |
| d. | _____        | _____         | _____                      |
| e. | _____        | _____         | _____                      |

The local board of trustees of the district recommended the approval of the proposed program application(s) and agreed to provide adequate supply funds for operation.

**H. Extended 20 or 40-Day Contract Application for Secondary Skills Programs/Teachers, if applicable**

This section acknowledges and attests to the submission of a request for a 20 or 40 Day Extended Contract submitted for approval in Lotus Notes and certifies that the information is true and correct to the best of our knowledge and belief. Eligibility is limited to skill instructors who are already on a 190-day contract and reimbursed at 49%. **New Requirement: all instructors must participate in a 3 day or 5-day externship.** No Mississippi Adequate Education Program (MAEP) support is available.

| 1. Applicant's Printed Name<br>(Name as listed on the 20 or 40-Day Extended Contract request submitted in Lotus Notes) | School Number | Program Name |
|--|---------------|--------------|
| a. _____   | _____         | _____        |
| b. _____   | _____         | _____        |
| c. _____   | _____         | _____        |
| d. _____   | _____         | _____        |
| e. _____   | _____         | _____        |
| f. _____   | _____         | _____        |
| g. _____   | _____         | _____        |

The local board of trustees of the district recommended the approval of the proposed 20 or 40-Days application(s) and agreed to provide adequate supply funds for operation.

**Local Plan Update: Assurances/Certifications:**

We certify that the purpose, objectives, activities, and budget represented in the Local Plan Updates (LPU) submitted through Lotus Notes along with all assurances and certifications here in are true and correct to the best of our knowledge and belief, and that funds have been budgeted and will be utilized for the successful operation of Career Technical Education (CTE) programs.

LEA SUPERINTENDENT (Secondary) or President (Post-Secondary)

1. Dr. Gearl Loden, Superintendent  
Printed Name & Title

Signature

Date

LOCAL SCHOOL BOARD CHAIRPERSON:

2. Eddie Prather, Board President  
Printed Name & Title

Signature

Date

BUSINESS MANAGER:

3. Rachel Murphree, Finance Director  
Printed Name & Title

Signature

Date

CTE DIRECTOR or CONTACT PERSON:

4. Evt Topp, CTE Director  
Printed Name & Title

Signature

4/4/18  
Date

Chairperson of Local Advisory Committee

5. Evt Topp, CTE Director  
Printed Name & Title

Signature

4/4/18  
Date

Please sign, scan and upload to your district's Local Plan Update (LPU) in Lotus Notes  
(Please make sure all signatures are in Blue Ink)  
If there are any questions, please email Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org)  
Office of Career and Technical Education  
Bureau of Compliance and Reporting