

# *No Child Left Behind Act of 2001*

**Public Law 107-110**

## **Title II, Part B**

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# **Mathematics and Science Partnership Program**

## **Request for Proposals**

### Timeline

May 2, 2006	RFP Issued
May 15, 2006	Deadline for Written Questions
May 23, 2006, 2 pm EDT	Proposals Due
June 1, 2006	Notification of Awards
June 15, 2006 – September 30, 2006	Year One of Project
October 1, 2006-September 30, 2007	Year Two of Project

## **2006 - 2007 Awards**

***Deadline for Applications: May 23, 2006***

**Maine Department of Education**

**Mathematics and Science Partnership Program**  
**Request for Proposals 2006-2007**  
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# APPLICATION INSTRUCTIONS FOR INSTITUTIONS OF HIGHER EDUCATION, SCHOOL DISTRICTS, AND NONPROFIT ORGANIZATIONS SEEKING A MATHEMATICS AND SCIENCE PARTNERSHIP GRANT

## I. Introduction/Background

In January of 2002, the *No Child Left Behind Act of 2001* (NCLB) became law. Title II, Part B of this legislation authorizes a Mathematics and Science Partnership (MSP) competitive grant program. The intent of this program is to encourage institutions of higher education, local school districts, elementary schools, and secondary schools to participate in professional development activities that increase the subject matter knowledge and teaching skills of mathematics and science teachers. Professional development activities must be sustained, intensive, classroom focused, and aligned with state and local standards and mathematics and science curricula. These activities must result in a demonstrable and measurable improvement in student academic achievement in mathematics and science. For this round of Maine grants the focus is on mathematics and teachers of mathematics only.

Core partners in these grants must include mathematics, science, and/or engineering departments from higher education institutions, including community colleges. Mathematics faculty must be included for this round of Maine grants. Partnerships of higher education, K-12 districts, and other stakeholders will draw upon the strong disciplinary expertise of the mathematicians, scientists, and engineering faculty from higher education institutions to develop professional development activities that will effect improvements in student outcomes by providing K-12 teachers with strong mathematics and/or science content knowledge with mathematics content required for this round of Maine grants.

The Maine State Department of Education (the Department) is responsible for the administration of this program. Funds available for the Mathematics and Science Partnership competitive grant program will be awarded by the Department to support successful proposals submitted by departments of mathematics, with the possible inclusion of departments of science or engineering at Maine institutions of higher education; high-need school districts; or nonprofit organizations (NPOs) that have formed partnerships that will provide program and resources to improve mathematics and science instruction.

## II. Program Description

A. Purpose: The purposes of this program are to:

- (1) Bring mathematics teachers in elementary schools, secondary schools and post-secondary institutions together with mathematicians, and mathematics educators to increase the subject matter knowledge and content-specific pedagogical knowledge of mathematics teachers with special emphasis on numeracy as described in *Adding It Up* (2001).

(2) Improve such teachers' mathematics knowledge and instructional skills through the use of active networks linking mathematics educators at all levels and across school districts in Maine; and

(3) Develop and support teacher leadership within and across districts to support the Maine Commissioner of Education's numeracy initiatives, including the formation of learning communities within schools and districts and developing the capacity for lateral (across districts) collaboration

B. Eligibility (eligible partners):

(1) Partnerships applying for a Mathematics and Science Partnership grant **must** include:

(a) A mathematics, engineering, or science department of an institution of higher education that must include mathematics faculty; and

(b) multiple high-need local educational agencies not already involved in an MSP project; and

(2) Partnerships may also include:

(a) Another mathematics, engineering, science, or teacher training department of an institution of higher education;

(b) Additional local educational agencies, public charter schools, public or private elementary schools or secondary schools, or a consortium of such schools;

(c) A business;

(d) A nonprofit or for-profit organization of demonstrated effectiveness in improving the quality of mathematics and science teachers; or

(e) Local educational agencies already involved in an MSP project.

C. Uses of Funds: A partnership shall use funds provided for the following activities related to elementary schools or secondary schools:

1) Establishing and operating mathematics summer workshops or institutes, including follow-up training, for elementary school and secondary school mathematics teachers that shall directly relate to the mathematics content for school mathematics as described in *Adding it Up* (2001) and Maine's *Learning Results*; focus secondarily on content-specific pedagogy where instruction is informed by formative assessment; and develop teacher leadership at district and regional levels that leads to improved teacher practice in mathematics instruction;

2) Developing and maintaining active educator networks that link mathematics teachers at all levels, practicing mathematicians, and related researchers for the purposes of improving educational practice and student achievement; and

3) Providing training to administrators to inform and support effective supervision and evaluation of mathematics teaching.

D. Duration of Grants: Grants will be awarded for a period of 3 years with renewal depending on availability of funds and program progress.

- E. Supplement Not Supplant: Funds received shall be used to supplement, and not supplant, funds that would otherwise be used for proposed activities.

### III. Definitions –

Numeracy is a proficiency which is developed mainly in mathematics but also in other subjects. It is more than an ability to do basic arithmetic. It involves developing confidence and competence with numbers and measures. It requires understanding of the number system, a repertoire of mathematical techniques, and an inclination and ability to solve quantitative or spatial problems in a range of contexts. Numeracy also demands understanding of the ways in which data are gathered by counting and measuring, and presented in graphs, diagrams, charts and tables (UK Department of Education and Skills). For purposes of this proposal, the understandings, skills and instructional implications for instruction described in *Adding it Up* (2001) provide a vision for promoting numeracy in Maine.

The following definitions are based on the definitions included in the *No Child Left Behind Act of 2001*.

- A. Highly Qualified Teacher: A “Highly Qualified” teacher in Maine is one who: holds a Bachelor’s degree and holds full state certification. In addition, the teacher is competent to teach the subject(s) taught as demonstrated by: having a major in the content (24 semester hours) or having coursework equivalent to a major in the content (24 semester hours), or having an advanced degree in the content, or being National Board Certified in the content, or having a passing score on a content test (PRAXIS II) or achievement of the Maine HOUSSE standard.
- B. Professional Development: The term “professional development” means instructional activities that:
  - (1) Are based on scientifically based research and state academic content standards, student academic achievement standards, and assessment;
  - (2) Improve and increase teachers’ knowledge of the academic subjects they teach;
  - (3) Enable teachers to become highly qualified; and
  - (4) Are sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher’s performance in the classroom.
- C. Scientifically Based Research: The term “scientifically based research” means research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs and includes research that:
  - (1) Employs systematic, empirical methods that draw on observation or experiment and involve rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn;
  - (2) Relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators;

- (3) Is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions, with appropriate controls to evaluate the effects of the condition of interest and with a preference for random-assignment experiments or other designs to the extent that those designs contain within-condition or across-condition controls;
- (4) Ensures that experimental studies are presented in sufficient detail and clarity to allow for replication or, at minimum, to offer the opportunity to build systematically on their findings; and
- (5) Has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous, objective, and scientific review.

D. High-Need School District: The term “high-need school district” means a school district:

- (1) That has fewer than 25% of students meeting standards as measured by the Maine Educational Assessment in grades 4, 8 or 12; and
- (2) That has fewer than 100% of teachers teaching mathematics that are highly qualified to teach mathematics at the level they are teaching.

E. Summer Workshop or Institute: The term “summer workshop or institute” means a workshop or institute, conducted during the summer, that:

- (1) Is conducted for a period of not less than 5 days (may be more);
- (2) Includes, as a component, a program that provides direct interaction between students and faculty; and
- (3) Provides for follow-up training during the academic year that is conducted in the classroom or other school-based contexts for a period of not less than three consecutive or nonconsecutive days.

#### **IV. Proposal Requirements**

Each proposal submitted **must** include:

A. Evidence of Meaningful Partnerships: Partnerships that exhibit characteristics including, but not limited to, the following:

- (1) **Sustainability**: A partnership must demonstrate an ability to maintain the targeted activities beyond the length of the project and a description of how the partnership will continue the activities funded under this proposal after the original grant period has expired.
- (2) **Commitment**: Evidence of active long-term planning and involvement of all partners must be documented.
- (3) **Capacity**: Evidence of the number and quality of staff to carry out the proposed activities and the institutional resources to support the activities must also be included.

- B. Needs Assessment: The results of a comprehensive assessment of the teacher quality and professional development needs, with respect to the teaching and learning of mathematics, of any school district or schools that make up the eligible partnership.
- C. Project Plan that Meets Identified Needs: Implementation plans that include:
  - (1) Evidence that the planned activities will address the identified measurable outcomes through clear strategies that provide roadmaps to achieving both the long and short term goals and objectives of the program.
  - (2) A description of how the activities to be carried out by the eligible partnership will address the professional development needs for numeracy of the participating school districts or schools, as determined by the needs assessment, and how these activities will be aligned with the Maine *Learning Results* and the vision of numeracy described in *Adding it Up* (2001).
  - (3) A description of how the eligible partnership will carry out the authorized activities.
- D. Research Base: A description of how the activities to be carried out by the eligible partnership will be based on a review of scientifically based research, and an explanation of how the activities are expected to improve student academic achievement and strengthen the quality of mathematics instruction.
- E. Evaluation and Accountability Plan: An evaluation and accountability plan that includes rigorous objectives that measure:
  - (1) Progress towards meeting the goals and objectives established in response to the comprehensive needs assessment and toward reducing the number of teachers who do not meet the definition of highly qualified teacher;
  - (2) Number of mathematics teachers who participate in content-based professional development;
  - (3) Student academic achievement (baseline collected for years one and two based on 2004-2006 data); and
  - (4) Changes in the enacted curricula in classrooms of participating teachers.
- F. Sustainability: A description of how the partnership will continue the activities funded under this proposal after the original grant period has expired.

## V. Preparation of Application

Listed below are the required components, in the order that they must appear, of an acceptable application. The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point. The application, not including the proposal's appendix, shall not exceed 20 pages. Applicants must adhere to the page limitations on the narrative sections, and may not append additional material beyond that allowed in the following list.

- A. Cover Page: Use the form provided in Appendix A. The cover page should be the first page of the application.

- B. Assurances: Use the form provided in Appendix B. Attach the assurances page behind the cover page as the second page of the application.
- C. Partnership Agreements: This section shall include a narrative of the roles of the partners and their duties and responsibilities related to the goals and objectives of the project. This section shall also describe the partnership's governance structure specific to decision-making, communication, and fiscal responsibilities. In addition to this narrative section, each application must append:
- (1) A Partner Identification Form (see Appendix C) for each partner; and
  - (2) A letter of commitment from each partner outlining the role and contributions of the partner and providing evidence that the proposed partnership activities are integral to the partner's instructional mission.
- D. Results of Needs Assessment: This section will identify and prioritize baseline professional development needs of teachers and teacher leaders in partner school districts and include the number of teachers in these districts who do not meet the State's definition of a highly-qualified teacher, disaggregated by grade level or subject area that they teach. This baseline information must be determined using a current (within past 12 months) assessment of teacher quality and professional development needs. This section will also include a description of the methodologies used to collect this information. The results of the assessment must be used in the establishment of the goals and objectives for this proposal.
- E. Abstract: Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. The abstract may not exceed 250 words.
- F. Project Narrative and Timeline: The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced and may not exceed ten (10) pages.
- (1) Need Addressed
  - (2) Program Goals and Objectives
  - (3) Program Activities
  - (4) Program Personnel
  - (5) Institutional Capacity
  - (6) Follow-up Activities
  - (7) Coordination with Existing Programs and Initiatives
  - (8) Research Base to Support Project
- G. Bibliography:
- H. Description of the Program's Alignment to Professional Development Standards, Maine's *Learning Results* and *Adding it Up* (2001): This section shall describe how the activities

included in this program provide instruction to teachers at a level beyond the level of content they are expected to teach to students; model instructional strategies that will provide teachers with the methodologies to effectively improve student achievement; and describe how the activities are aligned to state and national professional development standards for the content area. The description also details the alignment of activities with the mathematics content of the *Learning Results* and goals of fostering numeracy in Maine classrooms.

- I. Evaluation and Accountability Plan: Describe the plan that will be used to evaluate the program during each year of the program. This plan **must** include:
  - (1) Measurable objectives and annual targets which describe progress towards meeting the goals and objectives established in response to the comprehensive needs assessment and reducing the number of teachers who do not meet the definition of “highly qualified teacher” or measurably increase skills or knowledge of other teachers;
  - (2) Measurable objectives to increase the number of mathematics teachers who participate in content-based professional development activities;
  - (3) Measurable objectives for improved student academic achievement on State mathematics assessments (baseline data collected in years one and two); and
  - (4) Description of how data collected will be used in a formative way to inform the ongoing work of the project.
  
- J. Budget: Include a three-year project budget (see Appendix D) in the application. In addition, a Partner Funding Request (see Appendix E) for each partner must be included in the application appendix. Note that \$359,600 is available for activities completed before September 30, 2006 and \$70,000 is the maximum amount available from September 30, 2006 to June 30, 2007 and \$70,000 is the maximum amount that may be available for funding in year three of the project.
  
- K. Budget Narrative: The budget narrative should describe the basis for determining the amounts shown on the project budget page. The budget narrative may be single-spaced. Both the project budget and the narrative description should be aligned with the activities described in the proposal narrative and should reflect any coordinated uses of resources from other sources.
  
- L. Appendix: The proposal appendix should include only the following documents:
  - (1) A partnership identification form (see Appendix C) for each partner;
  - (2) Letters of commitment from each partner;
  - (3) A Partner Funding Request (see Appendix E) for each partner; and
  - (4) Provision of Contract Services by Foreign Nationals or Work Performed Abroad (see Appendix F)

## VI. Proposal Submission and Review

- A. Submission: Applicants must submit an original and four copies of the full proposal to the Department. The original must include an original signature of the authorized institutional official on the cover page. Fax and e-mail transmissions will not be accepted. To be considered for funding, proposals must be received at the Division of Purchases by 2:00 pm local time on May 23, 2006. Incomplete or late applications will not be considered.

Applications may be mailed to:

Division of Purchases  
9 State House Station  
Augusta, ME 04333-0009

or

Applications may be delivered to:

Division of Purchases  
Burton M. Cross Building -4th floor,  
111 Sewall Street  
Augusta, ME

Written questions will be accepted until 5 pm, May 15, 2006 and written questions with answers will be posted on the Department's website by close of business May 16, 2006 at <http://www.maine.gov/education/nclb/titleii.htm>. Please direct written questions to Dan Hupp, Maine Department of Education, 23 State House Station, Augusta., ME 04333 or [dan.hupp@Maine.gov](mailto:dan.hupp@Maine.gov). Due to the competitive nature of the grant, all questions and answers must be publicly aired; thus, the grant coordinator is unable to respond to any question not submitted in writing.

- B. Review Process: As proposals are received at the Department, they will be reviewed by staff for completeness and compliance with the requirements set forth in Title II, Part B of NCLB to determine applicant eligibility. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization. If, in the judgment of the Department, a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the competition. The decision of the Department is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

An expert review panel will evaluate eligible applications in light of the required application components and the established criteria. The review panel will review each eligible application and make recommendations to the Department in the areas of program, budget, and efficacy. The review panel's scores and recommendations will be the primary determinant of successful proposals and will form the basis for negotiation and final selection. Proposals will be ranked according to the final score assigned by the review panel and selected for funding consideration based upon the following criteria: final score assigned each proposal by the review panel; a cost-effectiveness ratio

determined by the relationship between the number of teachers served, the actual amount of teacher-faculty instructional contact time, and the total cost of the program; and geographic distribution of districts served.

Following the review, eligible Project Directors will be contacted by Department staff to discuss any modifications of the project plan that may be required. The Department will seek to fund those proposals that show the most promise for successful professional development programs. In order to maximize the effects of limited funds, applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

C. Review Criteria:

<b>Criteria</b>	<b>Points</b>
Commitment and Capacity of Partnership	10
Demonstration of Need and Research Base	10
Alignment of Project Goals and Objectives with Stated Project Goals	15
Efficacy of Plan	25
Evaluation and Accountability Plan	15
Budget and Cost Effectiveness	25

**VII. Award Administration**

- A. Notification of the Award: Within five days of completion of the review process, the Program Director will be notified of the status of the proposal.
  
- B. Award Conditions: For the 2006-2007 competition, \$429,600 is available for Mathematics and Science Partnership awards. Of this amount, \$359,600 must be expended for activities conducted prior to September 30, 2006 (year one). The Department expects to fund one MSP program in this round. Applicants should note that Congress has not yet appropriated any funds for the 2007-2008 MSP programs. Approximately \$70,000 dollars may be available for the program in the third year. Third year awards are contingent upon this program receiving funding through the U.S. Department of Education and upon the State’s evaluation of the funded programs.
  
- C. Reporting Requirements: Each eligible partnership receiving a grant must report annually to the Department and to the U.S. Secretary of Education regarding the eligible partnership’s progress in meeting the objectives and annual targets described in the partnership’s accountability plan. Further information regarding reporting requirements and forms will be made available by the Department.



## Maine Department of Education

### Application For 2006-2007 Mathematics and Science Partnership Grant

**Applying Institution or Organization:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Program Director**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E- Mail:** \_\_\_\_\_

**Amount of MSP Funds Requested:** \$ \_\_\_\_\_

**Number of Mathematics Teachers to be Served Directly:** \_\_\_\_\_

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

\_\_\_\_\_  
Typed or Printed Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## Appendix B

### NCLB ASSURANCES

#### **Certification/Assurances**

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 CFR 34 Part 82, Sections 82110, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (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 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 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (dX2) 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

## Appendix B

Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124 GSA Regional Office Building No. 3), Washington, DC 20202-4571. 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 (dX2), 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 paragraph (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below, the site(s) for the performance of work done in connection with the specific grant:

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

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

### 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 and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA ROB No.3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

### Federal Gun Free Schools Act

The federal Gun Free Schools Act, (No Child Left Behind Act of 2002, Public Law 107-110, Title IV, Part A, Section 4141), and Maine state law, (20-A M.R.S.A., Section 1001, subpart-9A, Students Expelled or Suspended under the Requirements of the Federal Gun-Free Schools Act), requires that LEAs: Expel from school for at least one year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, (except that the federal and state laws shall allow the chief administering officer of such educational agency to modify such expulsion requirement for a student on a case-by-case basis), that they report the incident to the criminal justice or juvenile delinquency system, and that they provide the Maine Department of Education with annual documentation of the incidents. Nothing in this subpart shall be construed to prevent a State from allowing a local educational agency that has expelled a student from such a student's regular school setting from providing educational services to such student in an alternative setting. The provisions of this section shall be construed in a manner consistent with the Individuals with Disabilities Education Act.

### Non-Construction Programs

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified. As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) 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 nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 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. 91-615), 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 290ee-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.

## Appendix B

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply 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.
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).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 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 of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

### **Sec. 9306 Other General Assurances**

a. Any applicant shall have on file with the SEA whether applying separately or pursuant to section 9305 a single set of assurances, applicable to each program for which a plan or application is submitted, that provides that--

- (1) each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications (See MDOEs Annual Application Guidance for Title specific assurances);
- (2)(A) the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities; and
- (2)(B) the public agency, nonprofit private agency institution, or organization, or Indian tribe will administer such funds and property to the extent required by the authorizing statutes;
- (3) the applicant will adopt and use proper methods of administering each such program, including--
  - (A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  - (B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;
- (4) the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the SEA, the secretary, or other Federal officials;
- (5) the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and account for, Federal funds paid to such applicant under each such program;
- (6) the applicant will--
  - (A) make reports to the SEA and the Secretary as may be necessary to enable such agency and Secretary to perform their duties under each such program; and
  - (B) maintain such records, provide such information, and afford access to the records as the SEA or the Secretary may find necessary to carry out the SEAs or the Secretary's duties; and
- (7) before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and has considered such comment.

b. GEPA Provision.--Section 442 of the General Education Provisions Act (GEPA) does not apply to programs under this Act.

## **Partner Identification Form**

Include a Partnership Identification form for each of the partner institutions/organizations.

**PARTNER INSTITUTION:** \_\_\_\_\_

### **Primary Contact**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E- Mail:** \_\_\_\_\_

**Type of Institution/Organization:** \_\_\_\_\_

## Project Budget

### Partnership Funding Request

**Program Title:**

<b>Direct Cost Requested for Partner</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>TOTAL</b>
1. Salaries & Wages (Professional and Clerical)				
2. Employee Benefits				
3. Travel in State				
4. Travel Out of State (attach justification)				
5. Materials and Supplies				
6. Consultants and Contracts				
7. Teacher Stipends				
8. Equipment (Purchase)				
9. Other (Equipment rental, printing, etc.)				
<b>B. Indirect Costs* (if appropriate)</b>				
<b>Total</b>				

**\*The indirect cost rate shall not exceed 8%.**

This form is a required element of the grant application. Justification for each of the categories must be included in the budget narrative portion of the application. Modifications in the grant must be reflect over the three years of the grant and included as part of the annual reporting. Annual reapplication is required for continuation of funding for all grants. For reporting, you must include an itemized breakdown of these budget categories and a budget narrative explaining how you calculated each line item and the actual total project cost share.

## Partner Funding Request

**Name of Partner Organization:**

On this form, list only the funding this partner will receive from the grant.

<b>Direct Cost Requested for Partner</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>TOTAL</b>
1. Salaries & Wages (Professional and Clerical)				
2. Employee Benefits				
3. Travel in State				
4. Travel Out of State				
5. Materials and Supplies				
6. Consultants and Contracts				
7. Teacher Stipends				
8. Equipment (Purchase)				
9. Other (Equipment rental, printing, etc.)				
<b>Total Funding to Partner From Grant</b>				

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## **Provision of Contract Services by Foreign Nationals or Work Performed Abroad**

The Maine Legislature has asked the Division of Purchases to determine the country where contracted services will be performed. This request was contained as Resolve, Chapter 16, First Special Session-2005.

### **The Location Where Services are Performed**

As part of your response to this request for proposal, please make us aware of how the services described in the scope of work would be provided by answering the following questions.

**1. Will any of the services described in the proposal's scope of work be performed outside of the United States of America?**

*Please respond with a "Yes," or "No."*

*If "No," continue with question 3.*

*If "Yes," make us aware of the country(ies) where the work will be performed and continue with questions 2 and 3.*

**2. If you responded "Yes" above, who will perform any of the services described in the proposal's scope of work?**

*Please indicate if the work will be done by (a) citizens of the USA living abroad, or (b) foreign nationals.*

**3. If a corporation, in what US state or foreign country is your firm incorporated?**

*Please indicate that state or country.*