

**APPLICATION FOR
IMMEDIATE AID TO RESTART SCHOOL OPERATIONS
LOUISIANA DEPARTMENT OF EDUCATION**

CFDA # 84.938A

Purpose

The Restart School Operations program is designed to support the provision of immediate services or assistance to local education agencies (LEAs) and non-public schools in Louisiana that serve an area in which the Federal government has declared a major disaster as a result of Hurricane Katrina and Hurricane Rita. Funds should be used to assist school administrators and personnel in restarting school operations, re-opening schools, and re-enrolling students.

Eligibility

To be eligible for a sub-grant under this program an applicant must meet the following criteria:

1. Operate as one the following two entities:
 - a Louisiana local education agency (LEA), or
 - a non-public elementary or secondary school that is accredited or licensed, or otherwise operates in accordance with State law, and was in existence prior to August 22, 2005.
 - In Louisiana, nonpublic schools must be **both** Brumfield/Dodd approved and Academically approved to meet this eligibility criteria
2. The LEA or the nonpublic school must be located in an area in which a major disaster has been declared as a result of Hurricane Katrina or Hurricane Rita in accordance with section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

The following local public school districts have been included in this disaster declaration. A nonpublic school located in any of these local public school districts would meet these eligibility criteria.

Acadia, Allen, Ascension, Assumption, Beauregard, Calcasieu, Cameron, East Baton Rouge, Evangeline, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Sabine, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Vernon, Washington, West Baton Rouge, City of Bogalusa, Zachary Community, and City of Baker.

Applications

Each local school district and non-public school desiring services or assistance under the Restart Program is required to submit an application to the Louisiana Department of Education. A copy of the application may be obtained on the Louisiana Department of Education website at www.louisianaschools.net under Public and Private School Financial Assistance.

Application Due Date

Applications are due **no later than close of business on Friday, March 10, 2006.**

NOTE: In order to effectively utilize these funds, eligible applicants are encouraged to submit their application prior to the due date.

Submission Instructions

A separate application must be submitted for **each** participating LEA and **each** participating non-public school.

Submit completed applications to:

**Louisiana Department of Education
Division of Education Finance, Suite 5- 264
P.O. Box 94064
Baton Rouge, LA 70804**

Applicants will be contacted if there is a need for additional information or clarification. If the application is approved for funding, a notification of award will be sent.

Availability of Funds

The Louisiana Department of Education may not award Restart funds to a non-public school. Therefore, the Department will provide the Restart funds directly to the participating LEA, or to the sponsoring local school district of the participating non-public school once the nonpublic application has been approved. Each LEA must handle the funds for the qualifying nonpublic schools in their respective district.

The Cash Management Improvement Act (CMIA) requires the receipt and holding of immediate cash needs only. The Louisiana Legislative Auditors have defined immediate *cash needs* as three days of cash operating balance for each fund source.

See the *Grant Quick Reference Guide* on the LDE's website at www.louisianaschools.net for more information on submission of claims and other related topics.

Reimbursement claims should be submitted at least monthly to the Department of Education.

USES OF FUNDS

Pre-Award Costs

Subject to the statutory supplanting prohibition, recipients may use these funds for pre-award costs, including reimbursements of expenditures incurred prior to the receipt of this grant.

Allowable Uses under the Restart Program

By statute, Restart funds may be used for the following activities:

- (a) Recovery of student and personnel data, and other electronic information;
- (b) Replacement of school district information systems, including hardware and software;
- (c) Financial operations;
- (d) Reasonable transportation costs;
- (e) Rental of mobile educational units and leasing of neutral sites or spaces;
- (f) Initial replacement of instructional materials and equipment, including textbooks;
- (g) Redeveloping instructional plans, including curriculum development;
- (h) Initiating and maintaining education and support services; and
- (i) Other activities related to the purpose of the Restart program that are approved by the U.S. Department of Education. (Refer to Section 102(e)(1) of the Hurricane Education Recovery Act.)

Examples of Allowable Costs

The following list provides examples of allowable activities or services that fall within the various statutory categories. This list is not intended to be exhaustive. It is recognized that there are other allowable activities that could fall under each category and that some activities could fall under multiple categories. The activities listed are those for which one or more of the affected States specifically have sought advice.

For any of these costs to be allowable, they must comply with the Cost Principles in OMB Circular A-87 (e.g., the costs must be “necessary and reasonable” for proper and efficient administration of the Restart program) and support the restart of operations in, the reopening of, and the re-enrollment of students in elementary and secondary schools that serve an area in which the Federal government declared a major disaster related to Hurricane Katrina or Hurricane Rita.

Restart funds may be used to support the following:

(a) Recovery of student and personnel data, and other electronic information

- Hiring additional clerical staff to input and manage data
- Developing new electronic data systems to replace paper-based student and personnel files
- Purchasing computer data recovery services for damaged hard drives
- Recovering testing and assessment services
- Creating an electronic inventory system using scanners and bar codes
- Rebuilding and recovering cumulative records and folders on electronic files
- Recovering student and personnel information systems
- Tracking dropouts

(b) Replacement of school district information systems, including hardware and software

- Rebuilding school district communication and information networks, including restoring Internet connectivity by rewiring routers, switches, hubs, computers, and printers
- Replacing homework software systems
- Replacing wireless network connectivity for portable classrooms
- Replacing technology equipment, including phone and intercom systems
- Meeting the 10% share for E-rate funding
- Hiring additional technical staff to install wiring, hardware, and software
- Replacing services for off-site electronic data storage
- Purchasing data recovery for hard files
- Providing additional hardware and software programs for use in tutorial and remedial programs.
- Recovering and expanding student progress monitoring systems

(c) Financial operations

- Supporting off-site electronic data storage of financial data
- Hiring accountants or other staff to assist LEAs and schools on issues such as FEMA matters, insurance reimbursements, and the coordination of maintenance activities
- Replacing financial software systems

- Processing free lunch applications for students

(d) Reasonable transportation costs

- Supporting costs of transporting students to and from school, after-school programs, tutorials, remediation programs, extended-year programs, enrichment programs, etc.
- Providing funds for additional bus drivers for displaced students
- Replacing buses and supporting repair costs to buses
- Replacing other LEA or school vehicles

(e) Rental of mobile educational units and leasing of neutral sites or spaces

- Replacing bookmobiles for school library services
- Replacing or leasing mobile professional development computer training labs
- Replacing, renting, or leasing mobile distance learning labs
- Supporting rent for temporary storage facilities for instructional equipment and supplies
- Providing rent for temporary sites to conduct regular educational activities where facilities no longer exist (e.g., mobile classrooms, local auditoriums, civic centers, theaters or other facilities for school programs like physical education, drama, choir, awards recognition ceremonies, or graduation)

(f) Initial replacement of instructional materials and equipment, including textbooks

- Replacing instructional materials, including textbooks, manipulatives, and consumable educational materials such as workbooks, art supplies, and lab supplies
- Providing resources to teachers to meet instructional needs, including copiers and copier paper
- Restocking school libraries with books, magazines, resource materials, media supplies, etc.
- Hiring additional staff to catalog or install new media supplies, equipment, and materials
- Replacing equipment, materials, and supplies used in the classroom

(g) Redeveloping instructional plans, including curriculum development

- Supporting State curriculum development activities
- Supporting consultant fees for in-district staff development

(h) Initiating and maintaining education and support services

- Paying the local contribution of salaries of teachers, support staff, and other school personnel, through the end of the school year in which the school reopened or through calendar year 2006, whichever is later, for periods during which they provided services
- Supporting increased salaries of teachers and other personnel (e.g., cafeteria workers, bus drivers, maintenance workers) due to increased cost of local labor
- Hiring additional staff for tutorial and remedial programs and supporting such programs
- Funding supplemental payments to administrators who performed services outside of their contract days to help reopen schools
- Hiring additional staff for psychological services, social services, behavioral services, nursing services, and counseling services for students and employees
- Funding employees to make home visits to enroll students in schools
- **Supporting the minor repair of facilities**
 - **Minor remodeling and repairs refers to *minor alterations in a previously completed building.***
 - **The term also includes the extension of utility lines, such as water or electricity, from points beyond the confines of the space in which the minor remodeling is undertaken but within the confines of the previously completed building.**
 - **Other examples of minor repairs include removal and replacement of damaged carpet, minor roof repairs, or replacement of light fixtures.**
 - **Minor remodeling or repairs does NOT include building construction, structural alteration to buildings, building maintenance, or major repairs. See Examples of Unallowable Costs for more details.**
- Sanitizing, cleaning, and replacing cafeteria equipment and supplies, including food
- Providing labor and equipment for cleaning buildings and grounds
- Providing training sessions on new or updated software used to replace damaged or destroyed software

(i) Other activities related to the purpose of the Restart program that are approved by the U.S. Department of Education

- Supporting expenses incurred to recruit teachers and other school personnel, such as –
 - (1) Reimbursing districts for costs of leasing temporary housing for school staff

(2) Providing daycare services for children of school staff

(3) Providing transportation allowances to school staff

- Replacing physical education equipment and supplies related to extracurricular activities (e.g., band, choir, athletics)
 - Installing security cameras and supporting cell phones, two-way radios, satellite phones, etc.
 - Rewiring bell, fire, and burglar security systems
 - Payment of utility costs (e.g., heating and air conditioning) through the end of the school year in which the school reopened
 - Providing debris removal and rental of port-a-lets
 - Supporting interior clean-up costs and replacing carpets and fixtures
 - Supporting the cleanup of schools used as shelters
 - Paying regional service centers for activities related to the reopening of schools
 - Providing meals for extended-day programs
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Examples of Unallowable Costs

Restart funds may NOT support the following costs. These examples are illustrative and are not intended to be a complete list of all unallowable costs.

Restart funds may **NOT** be used for –

- **Replacing the loss of local tax revenue, providing working capital, or providing debt service payments**
- **Paying the 10% FEMA local match requirement**
- **Paying the salaries or fringe benefits of teachers or other school personnel for periods during which they did not work**
- **Construction and major renovation**
- **Purchasing land**
- **Purchasing and planting trees or shrubbery on school property to replace those lost or damaged in the storms**
- **Supporting the costs of housing students and their families**

Note: The U. S. Department of Education will periodically provide additional examples of allowable and unallowable activities under the Restart program as new issues arise during the administration of the program.

By statute, Restart funds may NOT be used for construction or major renovations.

Construction or major renovations includes building construction, structural alteration to buildings, building maintenance, or major repairs. Examples of major repairs include removal or replacement of water-damaged sheetrock or replacement of a large section of roofing or entire roof.

Replacing lost revenues is NOT an allowable use of Restart funds.

- **Restart funds may NOT be used simply to provide working capital, replace loss of local revenue, or provide debt service payments.**
 - **Rather, funds must support *specific activities or services related to restarting and reopening elementary and secondary schools and re-enrolling students in those schools.***
 - **Indirectly, Restart funds may help make up for lost revenue by supporting these authorized activities and services.**

Special Requirements

Non-supplanting Provision

Services or assistance made available will be used to supplement, not supplant, any funds made available through the Federal Emergency Management Agency or through a State unless there is an exception that is provided below.

Exceptions

The above paragraph shall not prohibit the provision of Federal assistance to an eligible State educational agency, local educational agency, or non-public school that is or may be entitled to receive, from another source, benefits for the same purpose if-

- a.) such State educational agency, local educational agency, or school has not received like benefits by the time it submits its application for Restart assistance; and
- b.) such State or local educational agency or school agrees to repay all duplicative Federal assistance received to carry out the purposes of the Restart program.

There is no prohibition on supplanting locally provided funds. Furthermore, under section 105 of the Hurricane Education Recovery Act, the Secretary may waive or modify, in order to ease fiscal burdens, the supplanting prohibition in the Restart program if the SEA or LEA demonstrates that a waiver would be appropriate under the circumstances. The waiver applies only to the 2006 - 2007 school year.

To the extent there is no supplanting violation, Restart funds may be used to support allowable services and activities that are provided subsequent to the date that an LEA receives Restart funds and to reimburse an LEA for previously incurred services and activities.

Use with Other Available Funds

A local educational agency or non-public school receiving services or assistance may use such services and assistance in coordination with other Federal, State, or local funds available for the activities described above.

Secular, Neutral and Non-Ideological Requirement

All services or assistance provided under the Restart program, for public and nonpublic schools, including equipment and materials, must be secular, neutral, and non-ideological.

Equity

Educational services and assistance provided for eligible non-public students shall be equitable in comparison to the educational services and other benefits provided for public school students and shall be provided in a timely manner.

Public Control of Funds

The control of funds for the services and assistance provided a non-public school, and the title to materials, equipment, and property purchased with such funds, must be in a public agency (LEA), and a public agency shall administer the funds, materials, equipment, and property and will provide the services (or may contract for the provision of the services with a public or private entity).

COMPLETION CHECKLIST
FOR
IMMEDIATE AID TO RESTART SCHOOL OPERATIONS
APPLICATION

Instructions: Use this checklist as a guide to ensure all forms and documents are prepared prior to submission.

- Completed and signed Application Cover Page including programmatic assurances
- Signed LEA Fiscal Assurances
- Signed Nonpublic Schools Certifications
- Completed and signed budget forms.
- Completed Pre-Award Data Form, if applicable.
- Completed Projected Expenditure Data Form, if applicable.

APPLICATION COVER PAGE

INSTRUCTIONS:

Complete the **Project Number SubObject**; this number represents the site code for the LEA applying for the grant (ie., 001, 002, etc).

A Nonpublic School applying for this grant should write in the Name of the LEA in whose boundaries the school operates.

Enter the **Funding Amount**; this represents the allocation the LEA or nonpublic School has been awarded.

Complete the **Agency Information** and **Program Contact Information** on the cover sheet.

The Authorized Representative must sign in **blue** ink as evidence of the accuracy of the information.

APPLICATION FOR PROJECT FUNDS

Official Program Title: HURRICANE EDUCATION RECOVERY ACT-IMMEDIATE AID TO RESTART SCHOOLS

CFDA#: (If Federal Funds) 84. 938A

Awarding Agency: U S Department of Education

Internal Program Title: Restart School Operations Funds

Project Number: 2806HR -

Funding Amount: _____

Funding Period: To Be Determined by U. S. Department of Education

| | | |
|-------------------------------------|----------------------|------------------|
| Agency Information: | | |
| Recipient Organization: | | |
| Project Director: | | |
| Fiscal Agent: | | |
| Mailing Address: | | |
| Street Address: | | |
| City: | State: | Zip Code: |
| Program Contact Information: | | |
| Name/Position: | | |
| Telephone Number: | | |
| | (Area Code) (Number) | (Extension) |
| Fax Number: | | |
| | (Area Code) (Number) | (Extension) |
| Email Address: | | |

I hereby assure and certify that this agency will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of funds for the federally assisted or state assisted project.

APPROVED (For State Agency Use Only):

Program Division Director/Designee **Date**

Division of Education Finance /Designee **Date**

Approved Representative of the Applicant Agency **Date**

LOCAL EDUCATIONAL AGENCY (LEA) FISCAL ASSURANCES

INSTRUCTIONS:

Fiscal Assurances are only applicable to the LEAs as they will be the subrecipient of the funds for both public and nonpublic schools. The LEA will work with the Nonpublic Schools to utilize these funds in allowable activities.

Read the assurances on pages 14 through 22. The Authorized Representative must sign in **blue** ink as evidence of the accuracy of the information.

Note: On page 14, enter the **TOTAL AMOUNT** of prior year expenditures of Federal Funds, according to regulations issued by Office of Management and Budget Circular A-133 from all sources (described as funds received as direct or pass through funds). This amount represents total federal expenditures, from any federal funds received, for FY 03-04.

Fiscal Assurances

- The APPLICANT assures that it has made application and has been approved to receive grant funding for Hurricane Education Recovery-Immediate Aid to Restart Schools, CFDA # 84.938A, awarded by the U.S. Department of Education.
 - The APPLICANT has been informed of the requirements imposed by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the Louisiana Department of Education.
 - The APPLICANT has provided the **TOTAL AMOUNT \$_____** of prior year expenditures of Federal Funds according to regulations issued by Office of Management and Budget Circular A-133 from all sources (described as funds received as direct or pass through funds).
 - The APPLICANT assures that it has been advised that sub-recipients expending \$500,000 or more in Federal awards (funds received as direct or pass thru funds) during the sub-recipient's fiscal year receive a single audit or program specific audit for that year according to regulations issued by Office of Management and Budget Circular A-133.
 - The APPLICANT assures that when using Federal funds to enter into a contract for equipment or services, it will comply with the procurement standards set forth in 34 CFR 74.40 – 74.78. Those standards require Federal grant recipients to develop written procurement procedures and to conduct all procurement transactions in a manner to provide, to the maximum extent possible, open and free competition. No employee, officer, or agent of the charter school may participate in the selection, award or administration of any contract supported by Federal funds if a real or apparent conflict of interest exists. 34 CFR 74.42-74.44.
 - The APPLICANT certifies that all pre-award costs designated in this application are necessary to comply with the proposed delivery schedule or period of performance of this project.
 - The APPLICANT assures that it will permit the Louisiana Department of Education, the Legislative Auditors, and all other required personnel to have access to the records and financial statements as necessary.
 - **The APPLICANT agrees to repay Restart funds for any duplicate reimbursements by FEMA or other federal sources.**
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CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of 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 (Non-

procurement) 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 Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principals:

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

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

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

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

(b) Establishing an ongoing drug-free awareness program to inform employees about:

- 1) The dangers of drug abuse in the workplace;
- 2) The grantee's policy of maintaining a drug-free workplace;
- 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

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

- 1) Abide by the terms of the statement; and
- 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. 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 grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- 2) Requiring such employee to participate satisfactorily in a drug abuse Assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through Implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

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 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.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the 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.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal 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.
4. 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 which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal 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 with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it 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.
8. 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 dealings.

9. Except for transactions authorized under paragraph 5 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, 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.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) 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 proposal.

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) 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, 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.

**Section 427 of GEPA
(2001 (P.L. 107-110))**

The applicant ensures equity of access and participation of students, teachers, and parents in all federal programs through the LEA Consolidated Application. All activities are without barriers that can impede equitable access or participation related to gender, race, national origin, color, disability or age. All activities of this program include equity concerns so as to involve full participation in this program without barriers, including provisions of native language translations and interpreters for participants. Activities are held in physical facilities that accommodate visually and physically challenged participants.

**STATEMENT OF ASSURANCES
APPLICATION FOR
IMMEDIATE AID TO RESTART SCHOOL OPERATIONS
CFDA #84.938A**

I, _____, Superintendent/ Administrator of
(print name)

_____ hereby assure the Louisiana Department of Education that
LEA name)

_____ School is in compliance with all of the GENERAL and

SPECIFIC ASSURANCES enumerated on the preceding pages.

NAME

TITLE

DATE

NONPUBLIC SCHOOL CERTIFICATION

INSTRUCTIONS:

These Certifications are only applicable to Nonpublic Schools.

Read the certifications and have the Authorized Representative sign in [blue](#) ink as evidence that the Nonpublic School will comply with these regulations.

**Louisiana Department of Education
HURRICANE EDUCATION RECOVERY ACT
RESTART SCHOOL OPERATIONS
CFDA # 84. 938A
CERTIFICATION BY NONPUBLIC SCHOOLS**

NAME OF SCHOOL :
STREET/P.O. BOX :
CITY :
PARISH :
STATE & ZIP :

Name of the local educational agency within whose boundaries this non-public school is located: _____

CONTACT PERSON NAME :
TITLE :
PHONE :
FAX :
E-MAIL :

I certify that this school is a non-public school that is accredited or licensed or otherwise operates in accordance with State law; in Louisiana this means both approved by the LDE and Brumfield v Dodd approved; and was in existence on August 22, 2005;

I certify that funds from the Restart School Operations program will be used by this school only for purposes described in the Hurricane Education Recovery Act.

All services or assistance provided under the Restart program, for public and nonpublic schools, including equipment and materials, must be secular, neutral, and non-ideological.

I certify that I am authorized to make the representations and commitments in this certification, for and on behalf of this school, and otherwise to act as this school's authorized representative in submitting this certification.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

BUDGET FORMS

INSTRUCTIONS:

1. **Budget forms specifically designed for the Restart School Operations grant MUST be used in submission of the application.** This grant requires budget information be specifically delineated between pre-award and projected expenditures, therefore, special forms have been designed for this purpose. These forms may be downloaded from the Louisiana Department of Education's website at www.louisianaschools.net. They are located under Public and Private Financial Assistance, Immediate Aid to Restart School Operations. General information on completion of the budget forms may be found in the Quick Reference Guide on the Department's website under the Funding tab, then Grants.
2. A separate Budget Detail form must be completed for Pre-Award Expenditures and Projected Expenditures.
3. Use the corresponding Pre-Award and/or Projected Narrative forms, to specifically describe these expenditures.
 - a) For Pre-Award costs, the total dollar amount of the expense along with a description of the goods and services, and dates incurred must be included in the budget narratives.
 - b) Where expenditures incurred or projected involve individual schools, provide information on these activities by school .
4. A Budget Summary must be submitted with this application. Be sure to include the totals from both the Pre-Award and Projected Expenditures Budget Detail forms on the Budget Summary.
5. LEAs will NOT be allowed to recover Indirect costs on this grant.
6. For those LEAs performing the administration of funds on behalf of Nonpublic Schools, 2% of the total allocation to Nonpublic Schools may be retained. Budget revisions will be required at a later date to incorporate these funds into the LEA budgets.
7. For Nonpublic Schools, the 2% administration cost should be budgeted in the original application.
8. Budget Revisions require approval from the Louisiana Department of Education.

If you have any questions, please contact the Division of Education Finance at (225) 342- 4989 or (225) 342-6311, or email any of the following individuals:

Kim Lamonte at kim.lamonte@la.gov
Laurie Roche at laurie.roche@la.gov
Pete Lafleur at pete.lafleur@la.gov

PRE-AWARD EXPENDITURES DATA COLLECTION FORM

Instructions:

The Data Collection Form must be completed as part of the Restart Operations Application. The purpose of the form is to classify the Pre-Award expenditures budgeted into the eight categories of allowable expenditures applicable to this grant. (See Page 3 of Application)

This information will be used for reporting purposes only; the award of funds will not be based on this data. However, this information will provide interested parties such as the State Board of Elementary and Secondary Education, Louisiana Legislature, and U. S. Department of Education with a summary of the types of activities on which these funds were utilized.

The Pre-Award expenditures submitted by object on the budget forms must be used as the basis for this classification exercise. The sum total of the expenditures categorized should equal the amount budgeted.

If an expenditure should be classified in more than one category of allowable expenditures, then a proportion of the expenditure should be reported in each applicable category. The amount categorized may be an estimate, as long as the rationale for partitioning the expenditure is reasonable and logical.

The form is being provided in EXCEL format to facilitate its completion. (See LDE website at Private and Public Financial Assistance for this document)

PROJECTED EXPENDITURES DATA COLLECTION FORM

Instructions:

The Data Collection Form must be completed as part of the Restart Operations Application. The purpose of the form is to classify the **Projected** expenditures budgeted into the eight categories of allowable expenditures applicable to this grant. (See Page 3 of Application)

This information will be used for reporting purposes only; the award of funds will not be based on this data. However, this information will provide interested parties such as the State Board of Elementary and Secondary Education, Louisiana Legislature, and U. S. Department of Education with a summary of the types of activities on which these funds were utilized.

The **Projected** expenditures submitted by object on the budget forms must be used as the basis for this classification exercise. The sum total of the expenditures categorized should equal the amount budgeted.

The form is being provided in EXCEL format to facilitate its completion. (See LDE website at Private and Public Financial Assistance for this document)