

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office

Career and Technical Education



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

CARL D. PERKINS CAREER AND TECHNICAL EDUCATION
IMPROVEMENT ACT OF 2006
20 U.S.C. §2301 et seq.

**CAREER AND TECHNICAL
EDUCATION SECONDARY SPECIAL
POPULATIONS RECRUITMENT AND
RETENTION GRANT**

2021

Purpose: Design and implement strategies and materials for the recruitment and/or retention of students representing special populations into Career and Technical Education Career Clusters, pathways and programs of study.

Applications Due: April 1, 2021

Published: February 2021

RFP # 831

Eligible Secondary Perkins V Recipient: _____

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Dr. Miguel A. Cardona
Commissioner of Education**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Hartford, CT 06103-1841, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**CAREER AND TECHNICAL EDUCATION SECONDARY SPECIAL POPULATIONS
RECRUITMENT AND RETENTION GRANT
TABLE OF CONTENTS**

GRANT BACKGROUND INFORMATION		Page
I.	Overview	1
II.	Grant Eligible Participants	1
III.	Available Competitive Funding	1
IV.	Management Control of the Program and Grant Consultation Role of the State	2
V.	Grant Awards	2
VI.	Grant Period	2
VII.	Technical Assistance by Cluster/Pathway	2
VIII.	Obligation of Grant Recipients	3
IX.	End-of-Year Reports	3
X.	Application Submission Requirements	3
CAREER AND TECHNOLOGY EDUCATION SECONDARY SPECIAL POPULATIONS RECRUITMENT AND RETENTION GRANT APPLICATION PACKET		4
	Career and Technical Education Secondary Special Populations Recruitment and Retention Grant 2021 Overview	5
	Career and Technical Education Secondary Special Populations Recruitment and Retention Grant Application Checklist	7
	Grant Cover Page	8
	Local Plan Summary	9
	Career and Technical Education Secondary Special Populations Recruitment and Retention Grant Sustainability Plan	10
	Instructions for ED114 Budget Form	11
	ED114 Budget Form	12
	Budget Narrative Instructions	13
	Budget Narrative	14
	Statement of Assurances	24
	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	28

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006 AS AMENDED
BY THE STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST
CENTURY ACT (PERKINS V)
20 U.S.C. §2301 et seq.**

**CAREER AND TECHNICAL EDUCATION SECONDARY SPECIAL POPULATIONS
RECRUITMENT AND RETENTION GRANT**

I. Overview

Perkins V focuses on expanding opportunities for every student to explore, choose, and follow career and technical education (CTE) programs of study and career pathways to earn credentials of value. Perkins V emphasizes recruiting and retaining students representing the following special populations:

- individuals with disabilities;
- individuals from economically disadvantaged families, including low-income youth and adults;
- individuals preparing for non-traditional fields;
- single parents, including single pregnant women;
- out of workforce individuals;
- English learners;
- homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- youth in or aged out of the foster care system; and
- youth with a parent who is a member of the armed forces and on active duty (Perkins V).

The Career and Technical Education Secondary Special Populations Recruitment and Retention Grant (grant) was designed to assist eligible secondary Perkins V recipients in designing and implementing a plan for the recruitment and retention of students representing special populations into Career and Technical Education Career Clusters, pathways and programs of study. Recipients of the grant must agree to make their plan available to other local education agencies and present their experience in planning and executing the goal of this grant at the request of the Connecticut State Department of Education (CSDE).

II. Grant Eligible Participants

This is a competitive grant and is not an entitlement. The grant is open to all secondary eligible recipients that have received or will receive Perkins V funding for the 2020–21 school year. Each eligible recipient may only submit one grant application.

III. Available Competitive Funding

Selected secondary eligible Perkins V recipients will be awarded **up to a maximum of \$22,315 to be encumbered or expended by August 31, 2021, and liquidated by September 30, 2021.** See obligation and liquidation dates in Section VI. This funding will be made available contingent upon the availability of Perkins V grant funding from the U.S. Department of Education. A sustainability plan must be developed and submitted with the

grant application showing how grant initiatives will continue with local funding. Also, please note that funding can be used for students participating in CTE courses in **Grades 6–12 only**.

IV. Management Control of the Program and Grant Consultation Role of the State

The grantee has overall management control of the grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of subgrantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or sub-grantee.

V. Grant Awards

The CSDE reserves the right to make grant and contract awards under this program without discussion with the applicants; therefore, proposals should represent the applicant’s best effort to ensure a quality proposal from both a technical and cost standpoint. All awards are subject to the availability of federal funds. Grants are not final until the award letter is executed. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

VI. Grant Period

Grants will be awarded on or after April 16, 2021. The CSDE reserves the right to award the grant at an earlier date.

All funds must be expended or obligated by August 31, 2021, and liquidated by September 30, 2021. There are no exceptions or waivers to this requirement.

VII. Technical Assistance by Cluster/Pathway

For content-specific information on career pathways and the application to the specific project area, contact the CSDE education consultant below.

[Harold Mackin](#)

Education Consultant
860-713-6799

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Manufacturing
- Science, Technology, Engineering and Mathematics (STEM)
- Transportation, Distribution, and Logistics

[Suzanne Loud](#)

Education Consultant
860-713-6746

- Business Management and Administration
- Finance
- Marketing
- Health Science

[Kyllie Freeman](#)

Associate Education
Consultant
860-713-6592

- Education and Training
- Hospitality and Tourism
- Information Technology

VIII. Obligation of Grant Recipients

Recipients of this competitive grant will be required to provide technical assistance and/or participate in statewide workshops or conferences for other eligible secondary Perkins V recipients requesting help in developing replicable programs.

IX. End-of-Year Reports

Grant recipients will be required to complete an end-of-year report. An evaluation of progress may include on-site reviews.

X. Application Submission Requirements

Proposals must be received by 3:00 p.m., on Thursday, April 1, 2021. The application is available on the CSDE Web site under Quick Links [“Request for Proposals.”](#) Submitted proposals become the property of the CSDE and are part of the public domain. One grant application per eligible recipient with original signatures, including the ED114 and budget narrative, must be emailed to [Harold Mackin](mailto:Harold.Mackin@ct.gov) at Harold.Mackin@ct.gov.

**CAREER AND TECHNICAL
EDUCATION SECONDARY
SPECIAL POPULATIONS
RECRUITMENT AND RETENTION
GRANT
2021
Grant Application Packet**

CAREER AND TECHNICAL EDUCATION SECONDARY SPECIAL POPULATIONS RECRUITMENT AND RETENTION GRANT Overview

Program Title:

The Career and Technical Education Secondary Special Populations Recruitment and Retention Grant

Program Area:

The following Career Clusters:

- Agriculture, Food and Natural Resources;
- Architecture and Construction;
- Business Management and Administration;
- Education and Training;
- Finance;
- Health Science;
- Hospitality and Tourism;
- Information Technology;
- Manufacturing;
- Marketing;
- Science, Technology, Engineering and Mathematics (STEM); and
- Transportation, Distribution, and Logistics.

Funding Available:

Grant awards to a maximum of \$22,315.

Purpose:

The Career and Technical Education Secondary Special Populations Recruitment and Retention Grant (grant) was designed to assist eligible secondary Perkins V recipients in designing and implementing a plan for the recruitment and retention of students representing special populations into Career and Technical Education Career Clusters, pathways and programs of study.

Examples of fundable grant activities to be included in the plan design and implementation include:

- Expanding career possibilities for students through support of programs that help recruit and retain students representing special populations.
- Helping students to be successful in the workforce through the creation of positive classroom environments, encouragement of parent, peer, and employer support, and efforts to support continuous program improvement.

- Assisting local eligible recipients in working with business/industry to help students acquire current industry skills.

More specific examples are included below. *Please note that this list is not meant to be exhaustive nor is it meant to limit funding options.*

Examples:

- Provide professional learning for staff on Universal Design for Learning;
- Write curricula incorporating:
 - specific supports for special populations (e.g., English learners);
 - real-world, culturally relevant connections;
 - home and business/industry links;
 - plans for differentiation or personal learning; and
 - materials, resources, and texts for all learners.
- Create partnerships with local businesses highlighting work-based learning experiences for students in special populations;
- Implement parent programming;
- Create opportunities for members of special populations to be active in approved Career and Technical Education Student Organizations (CTSOs); and
- Hire a CTE coordinator dedicated to students representing special populations.

Career and Technical Education Secondary Special Populations Recruitment and Retention Grant Application Checklist

Perkins V Secondary Eligible Recipient: _____

After completing the grant application, fill out the checklist to ensure that all necessary information has been provided and submit with the application.

Place a check where information has been completed:

- Grant Application Cover Sheet
- Plan Summary
- Sustainability Plan
- ED114 Budget Form
- Budget Narrative

The following forms are completed and signed by the superintendent:

- Statement of Assurances (original signature)
- Certifications

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office



**CARL D. PERKINS – CAREER AND TECHNICAL EDUCATION SECONDARY SPECIAL
POPULATIONS RECRUITMENT AND RETENTION GRANT
APPLICATION
RFP #**

GRANT PERIOD
April 1, 2021, to August 31, 2021

GRANT COVER PAGE
To Be Completed and Submitted with the Grant Application

<p><u>Applicant</u> (<i>Fiscal Agent</i>) (<i>Name, Address, Telephone,</i> <i>Fax, E-Mail</i>)</p>	<p><u>Program Funding Dates:</u> April 1, 2021, to August 31, 2021</p> <p><u>Amount requested:</u> \$ _____</p>
<p><u>Contact Person</u> (<i>Name, Address, Telephone,</i> <i>Fax, E-Mail</i>)</p>	

To be eligible for this grant the school must have or will receive Perkins V funding for the 2020-21 school year.

I, _____, the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals, and objectives as stated herein.

Signature of Authorized Administrative Official: _____

Name (typed): _____ Date: _____

Eligible Secondary Perkins V Recipient: _____

Local Plan Summary

Describe the proposed project goals, objectives, and strategies. Include outcomes which are clearly specified and measurable. Clearly defined responsibilities, timelines, and milestones for accomplishing project tasks should also be listed.

Career and Technical Education Secondary Special Populations Recruitment and Retention Grant Sustainability Plan

Each secondary eligible recipient should include minutes from a meeting of the local board of education that signal support for the initiatives put forward in the Request For Proposal.*

In the space below, please describe how the eligible recipient will demonstrate their commitment to continue the work of this project beyond the work of this grant.

Instructions for ED114 Budget Form

- GRANTEE NAME:** Enter grantee name.
- TOWN CODE:** Enter three-digit local education agency code assigned by the Connecticut State Department of Education.
- AUTHORIZED AMOUNT:** Enter total amount of grant allotment.
- BUDGET:** Enter amount of proposed expenditures on appropriate object code lines. Note: Round all amounts to the nearest whole dollar.
- TOTAL:** Enter the total of proposed expenditures. Note: This figure should equal the AUTHORIZED AMOUNT.
- PROPERTY NOTE:** Funds expended for Code 700. Single items under \$5,000 should not be charged to property unless they are an integral part of a larger piece of equipment. Items under \$5,000 should be listed as instructional supplies. **COMPUTERS REGARDLESS OF COST ARE CONSIDERED PROPERTY.**
- PROGRAM CATEGORIES:** List the amount of the grant that is being expended for each of the program areas. The total amount should equal the authorized amount and the amount listed on the total line above.

GRANTEE NAME:		TOWN CODE:
GRANT TITLE: <u>CARL D PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT</u>		
PROJECT TITLE: CAREER AND TECHNICAL EDUCATION SPECIAL POPULATIONS RECRUITMENT AND RETENTION GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742
		PROGRAM: 84010
BUDGET REFERENCE: 2020	CHARTFIELD1: 170003	CHARTFIELD2: SDE00007
GRANT PERIOD: 4/1/2021 - 8/31/2021		
AMOUNT REQUESTED: \$		
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$
	DESCRIPTIONS	BUDGET AMOUNT
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
320	PROFESSIONAL EDUCATION SERVICES	
322	IN-SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COSTS	
	TOTAL	

Budget Narrative Instructions

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used and identify the program area and course(s) of the required use of funds to which the expenditure applies.

- 1) Each line item in the budget narrative must identify the school(s) that will receive funds.
- 2) Program improvement line items in the budget narrative must stipulate the CTE program area and the course(s) being funded.
- 3) Each line item in the budget narrative must give a detailed description of the item(s) that will be purchased, including quantity and unit cost. Personnel costs should be shown by the number of positions, time involved, and hourly rate.
- 4) No more than 5 percent of the grant may be used for administrative purposes including approved indirect costs. Only school districts and regional educational service centers that have submitted indirect cost proposals for fiscal year 2017-18 may apply indirect costs.
- 5) Compute all expenditures to the nearest dollar by line item. Do not include cents.

Budget Narrative

Code	Object	Amount of Code Line		
111A	Non-Instructional			
<p>Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.</p> <p>No more than 5% of the total grant may be used for administrative purposes including indirect costs (917). Line item 111A is considered an administrative cost, and administrative expenses in other budget code lines including (200), (322), and (580) must be calculated into the 5% administrative cap.</p>				
Position Name/Name of Individual	Description of Duties	Hourly Rate x Total Hours	How will this assist in the recruitment and/or retention of students who are members of special populations?	Total
Position Name: Individual Name:				
Position Name: Individual Name:				
Position Name: Individual Name:				

Code	Object			Amount of Code Line
111B	<p align="center">Instructional</p> <p>Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals <u>while they are on the grantee payroll</u> including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Individuals whose services are acquired through a contract are <u>not included</u> in the category. A person for whom the grantee is paying employee benefits and who is on the grantee payroll is included in this budget code; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not.</p>			
Name of Staff and Name of Position	Description of Duties	Compensation Formula: Hourly Rate x Total Hours or Set Stipend	How will this assist in the recruitment and/or retention of students who are members of special populations?	Total
Name of Staff: Name of Position:				
Name of Staff: Name of Position:				
Name of Staff: Name of Position:				
Name of Staff: Name of Position:				
Name of Staff: Name of Position:				

Code	Object	Amount of Code Line		
200	Personal Services - Employee Benefits Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and while not paid directly to employees, these payments are nevertheless part of the cost of personnel services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance. Benefits may not exceed 25% of the total salary/stipend paid.			
Position Name/Name of Individual	Career Cluster/ CTE Program Area	Type of Benefits	Compensation Formula	Total
Position Name: Individual Name:				
Position Name: Individual Name:				
Position Name: Individual Name:				

Code	Object	Amount of Code Line	
320	Professional Education Services Service supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, contracted instructional services and substitute services.		
Individual and/or Organization Providing Service	Description of Service	How will this assist in the recruitment and/or retention of students who are members of special populations?	Total Cost
Individual/Organization Name:			
Individual/Organization Name:			
Individual/Organization Name:			
Individual/Organization Name:			
Individual/Organization Name:			

Code	Object			Amount of Code Line
322	In-Service (Instructional Program Improvement Services) Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll. List each contractor separately.			
Individual/Organization Providing Service	Name of Staff Receiving In-Service	Title of Event, Location and Date	How will this assist in the recruitment and/or retention of students who are members of special populations?	Per Person x Cost=Total
Individual/Organization Name:	Staff Name(s):	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name(s):	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name(s):	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
330	<p align="center">Employee Training and Development Services</p> <p>Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.</p>			
Individual/Organization Providing Service	Name of Staff Receiving Training	Title of Event, Location and Date	How will this assist in the recruitment and/or retention of students who are members of special populations?	Per Person x Cost=Total
Individual/Organization Name:	Staff Name(s):	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name(s):	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
510 Student Transportation Services Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.				
Name of Faculty Supervisor(s)	Courses Utilizing Student Transportation & Estimated Number of Students	Title of Event, Date and Location	How will this assist in the recruitment and/or retention of students who are members of special populations?	Transportation Company Cost/per unit =Total
Name:	Course: Number of Students:	Title of Event: Location: Date:		
Name:	Course: Number of Students:	Title of Event: Location: Date:		
Name:	Course: Number of Students:	Title of Event: Location: Date:		
Name:	Course: Number of Students:	Title of Event: Location: Date:		
Name:	Course: Number of Students:	Title of Event: Location: Date:		
Name:	Course: Number of Students:	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
580	Travel			
Expenditures for transportation, hotel and other expenses associated with staff travel. <ul style="list-style-type: none"> • Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5% cap. • Travel for CTSO advisors to National CTSO Conferences cannot utilize Perkins funds. • Perkins cannot pay for parking, rental cars, boat slips or docking fees. • Meals are not fundable expenses. 				
Staff Name Receiving Travel Funds	Courses to be Improved by Travel	Title of Event, Date and Location	How will this assist in the recruitment and/or retention of students who are members of special populations?	Cost per unit- (list hotel, transportation, shuttles, etc.) x pp =Total
Name:	Course:	Title of Event: Location: Date:		
Name:	Course:	Title of Event: Location: Date:		
Name:	Course:	Title of Event: Location: Date:		
Name:	Course:	Title of Event: Location: Date:		
Name:	Course:	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
600 Supplies Expenditures for non-consumable items purchased for instructional use. <u>List each item separately.</u>				
Career Pathway or Program Area	Name of Course	List each item, including description of item and vendor	How will this assist in the recruitment and/or retention of students who are members of special populations?	Quantity x Cost per Unit = Total
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		

Code	Object			Amount of Code Line
700	Property			
<p>In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over <u>\$5,000</u> and the useful life of more than one year. All computers and peripherals (regardless of unit cost) should be listed in this category. No vehicles or drivable equipment may be purchased with Perkins funds.</p>				
Career Pathway or Program Area	Name of Course	List each item, including description of item and vendor	How will this assist in the recruitment and/or retention of students who are members of special populations?	Quantity x Cost per Unit = Total
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		
Career Pathway or Program Area:	Course:	Item Name: Description: Vendor:		

Code	Object	Amount of Code Line
917	<p align="center">Indirect Costs</p> <ul style="list-style-type: none"> • Only grantees that have received indirect costs in 2017-2018 may use this line item. • Indirect costs are an administrative cost subject to the 5% cap. 	

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. “Commission” means the Commission on Human Rights and Opportunities;
- ii. “Contract” and “contract” include any extension or modification of the Contract or contract;
- iii. “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
- v. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. “good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
- ix. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
- x. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- (c) Determination of the Contractor’s good faith efforts shall include, but shall not be limited to, the following factors: The Contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Superintendent Signature: _____

Name (*typed*): _____

Title (*typed*): _____

Date: _____

**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 takeover~ transaction,' 'principal,' 'proposal,' and 'voluntarily excluded,' as used in this clause, have the meanings set out in the Definitions and Coverage sections of roles 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.

Name of Applicant

PR/AWARD Number and/or Project Name

Printed Name and Title of Authorized Representative

Signature

Date