

Idaho Commission for Libraries

LSTA GRANT ALLOCATION PLAN

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Advisory Council and Commission for Libraries Staff*

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IDAHO COMMISSION FOR LIBRARIES WEBSITE

<http://libraries.idaho.gov>

LSTA ALLOCATION PLAN

PROJECTS ADMINISTERED BY THE COMMISSION FOR LIBRARIES

The mission of the Idaho Commission for Libraries (ICFL) is to assist libraries to build the capacity to better serve their clientele.

Due to a decrease in available funds, the Commission has suspended the **Competitive** and **Just In Time** grant programs until further notice, but will continue to provide quality statewide programs such as the following:



- **STATEWIDE READING**

Plans and implements Summer Reading, Read to Me, Let's Talk About It, and Talking Book Service programs.

- **STATEWIDE NETWORKING**

Implements the Libraries Linking Idaho (LiLI) work plan, including support for the LiLI website, electronic resources, (digitization, virtual reference services, etc), LiLI-Unlimited virtual catalog through WorldCat, materials delivery

service, statewide walk-in access, electronic ILL, regional library networks, and the LiLI Steering Committee.

- **STATEWIDE CE**

Implements the statewide continuing library education plan, including support for individual or group CE projects, workshops, out-of-state presenters, broadcast of teleconferences, CE materials, etc.

- **STATEWIDE PLANNING FOR LIBRARY SERVICES**

Addresses the Idaho Commission for Libraries' statewide strategic issues for library development and the 2020 Vision for Idaho's library future, including support for advisory groups.

- **STATEWIDE ADVOCACY**

Implements statewide advocacy and marketing projects, including marketing campaign planning, development, production, distribution, and evaluation in support of projects administered by the Commission for Libraries.

- **LSTA ADMINISTRATION**

Plans and administers projects under the LSTA program, including distribution of application materials, and the work of the LSTA Advisory Council.

REQUIREMENTS FOR INDIVIDUAL OR GROUP CONTINUING EDUCATION PROJECTS



Idaho libraries may apply for grants to support individual employee, or group continuing education activities (CE). CE activities must be specific to library programs and/or services, address one or more of the following priorities for LSTA, and an identified need that is consistent with the Board of Library Commissioners' strategic issues for library development:

LSTA PRIORITIES:

- **Library Technology, Connectivity & Services**
 - Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;*
 - Providing electronic and other linkages among and between all types of libraries;*
- **Services for Lifelong Learning**
 - Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;*
- **Services to People Having Difficulty Using Libraries**
 - Developing public and private partnerships with other agencies and community based organizations;*
 - Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;*
 - Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line;*
(Public Law 108-81, 117 Stat. 999, Sec. 206)

BOARD OF LIBRARY COMMISSIONERS STRATEGIC ISSUES:

- How do Idaho libraries strategically position themselves to actively create and embrace the future?
- How do Idaho libraries develop and sustain services valued by digital natives?
- How do Idaho libraries create and promote a vital identity?
- How do Idaho libraries sustain an infrastructure that provides for services in an atmosphere of innovation and change

Each of the 3 types of CE grant projects has an application form that can be found at <http://libraries.idaho.gov/ce-grants> and in the back of this document. Applying library employees are required to contact the Commission for Libraries Continuing Education Consultant for specific information on the application process, timeline, and eligibility of the proposed project.

In order for the applicant library to receive reimbursement for appropriate CE expenses, each participant must respond to evaluative questions provided in this document and copied on the grant application forms. Also be aware that a follow-up survey will be conducted looking for long term results.

LSTA APPLICATIONS

NOTE: Library employees leaving the library profession and/or the state of Idaho before the completion of grant obligations forfeit all rights to funds awarded through these grants.

1. **LOCALLY PLANNED STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS/GROUPS**

(A group consists of 6 or more trustees and/or staff.)

Grants to support individual or group activities to meet an identified need that is consistent with purposes for LSTA and the Board of Library Commissioners' strategic issues for library development.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
- B. The applicant must include a copy of the announcement for the activity and an agenda with their grant application.**
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
- D. Project budget:
 - 1. Minimum LSTA grant award is \$500; maximum per individual award is \$900. Maximum group activity award is \$5,000.
 - 2. Total project budget must include at least 25% local or non-federal funds.
(\$6,667 project total = \$5,000 LSTA funds + \$1,667 match)
(\$1,200 project total = \$900 LSTA funds + \$300 match)

2. **FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Grants to support a library employee or trustee for first time attendance at a major state, regional, or national library conference held outside a 50 mile radius of the library of employ, and the conference is consistent with the purposes for LSTA.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
- B. The applicant must include a copy of the conference announcement and an agenda with their grant application.**
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation, Financial Report and Request for Reimbursement that includes receipts for transportation, registration, and lodging.
- D. Project budget
 - 1. The LSTA award will cover an amount in excess of \$250 for conference registration, lodging and airfare or mileage, up to the maximum of \$900.
 - 2. Local match covers all additional costs of attending the conference.

3. **SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Grants to support the participation of an employee of an Idaho publicly-funded library in university or college library science courses consistent with the purposes for LSTA.

LSTA APPLICATIONS

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the beginning of the course.
- B. Library employees are eligible for four grant opportunities:
 1. ALA – Accredited Masters Degree Program in Library Science
 2. Education Media Generalist Endorsement
 3. Formal Library Science Courses for Professional Development
 4. LSSC – ALA associated Library Support Staff Certification program
- C. Each grant will reimburse a minimum of \$250, up to \$1,000 per semester for tuition and course material expenses with the applicant library/employee providing a 25% match. Applicants may apply for one of the four opportunities identified in 3B. per semester. A maximum cumulative total for all four opportunities will not exceed \$6,000 per employee, per life time.
- D. Grant funds are paid on a reimbursement basis to the library upon receipt of the Reimbursement Request, Financial Report, and employee transcript for the granted course/s, receipts for tuition and materials, and an evaluation by the employee responding to the questions provided on the grant agreement.
- E. Applicants receiving scholarships will be reimbursed for allowable registration and materials costs over and above those costs covered by the scholarship, minus the 25% match required through this program, up to a maximum of \$1,000.
- F. For the MLS program, the employee must receive a grade of B or better for each course for which reimbursement is requested. The Educational Media Generalist Endorsement and Professional Development grantees must receive a grade of C or better.

CERTIFICATIONS

The following certifications are required to receive federal funds and must be signed by the **Library Director** and submitted with the CE Grant application. The certifications are listed below and copies can be found in the Certification section in the back of this document or on the ICFL website at <http://libraries.idaho.gov/forlibs-lsta#docs>. Scroll down to **Certifications and CIPA Compliance**:

- **CIVIL RIGHTS CERTIFICATION** – Once signed, this certifies that the subgrantee will comply with all civil rights laws including equal employment opportunity laws.
- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION** – Once signed, this certifies that the subgrantee, or anyone with whom the subgrantee may contract in respect to the grant, is not named on a government list as being debarred or suspended from receiving federal funds.



APPROPRIATE SIGNATURES

Two different individuals representing the applicant library as described below must sign the grant applications and grant agreements. Certifications need to be signed by only the Library Director. An additional signature from a Board Member or others is not necessary:

LSTA APPLICATIONS

Public Library Library director and chair of the Library Board or Vice-Chair in the absence of the chair.

In the case of Continuing Education Grants specifically for the Library Director, the Director should sign the grant agreement as the **Participant**, and defer their institutional signature of grant applications and grant agreements to the Library Board Chair and Vice-Chair.

School Library School librarian (or director of the media center) and District Superintendent (or individual who can legally obligate the school district.)

In the case of Continuing Education Grants specifically for the School Librarian, the Librarian should sign the grant agreement as the **Participant**, and defer their institutional signature of grant applications and grant agreements to the school principal and district superintendent.

Consortium Executive director (or chief staff person) and the chair (or other key official) of the governing body.

Academic,
Institutional, or
Special Library Library Director and an individual who can legally obligate the institution.

In the case of Continuing Education Grants specifically for the Academic Library Director, the Director should sign the grant agreement as the **Participant**, and defer their institutional signature of grant applications and grant agreements to the Library Director's immediate supervisor and head of the grant accounting department of the institution.

APPLICATION FORMS



**IDAHO COMMISSION FOR LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Name of Applying Library: _____

Library Address: _____ City _____ Zip _____

Name/Position of Staff Member To Attend: _____

Daytime phone _____ E-mail: _____

I have discussed this project with the CE Consultant:
Name: _____ Date: _____

Activity (check one):

_____ ALA Annual Conference	_____ American Assoc School Lib. Conf.
_____ ALA Mid-Winter Conference	_____ Assoc of College & Research Lib. Conf.
_____ PNLA Conference	_____ Special Libraries Assoc. Conf.
_____ ILA Conference	_____ Rural Libraries Conf.
_____ PLA Conference	_____ Other specify : _____

Location of Conference: _____

Dates of Conference: _____

Your arrival date: _____ Your return date: _____

Budget Summary:

Registration _____

Airfare / mileage _____

Lodging _____

Total: _____

Amount Applied for: _____

(Total Above or \$900 whichever is less)

SIGNATURE AND CERTIFICATION:
All participating libraries and other entities must sign copies of this certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate, OMB Circulars 2 CFR Part 220, 225, and 230, and are compliant with Commission for Libraries' eligibility requirements for LSTA.

_____	_____	_____
Appropriate Signature	Title	Date
_____	_____	_____
Appropriate Signature	Title	Date

Commission for Libraries Use Only

Approved: _____ Disapproved _____ Date _____

APPLICATION QUESTIONS: (Attach a sheet with your answers.)

1. Select the LSTA priority this event best addresses:

LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- Developing library services that provide all users access to information through local, state, regional, national and international electronic networks
- Providing electronic and other linkages among and between all types of libraries
- Developing public and private partnerships with other agencies and community-based organizations
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

2. How will your participation in this event benefit your library patrons/ customers? i.e. How will you use the information and knowledge you gain from this conference in your library setting to benefit your patrons/ customers? (In 300 words or less)

EVALUATION QUESTIONS:

At the conclusion of the conference, the applicant will evaluate the event by responding to the following questions:

- A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?
- B. Describe how, in the next 3-5 months, you will apply what you have learned from this event in your library.
- C. How will the implementation of this knowledge and these ideas benefit your patrons/ customers?

Be aware that an additional follow-up survey will be conducted at a later time looking for long term results.

APPLICATION INSTRUCTIONS:

Submit the following:

- 1. Completed application cover sheet with original signatures.
- 2. Response to only the **Application Questions** above. (*Do not respond to the Evaluation Questions until after the event.*)
- 3. A copy of the **conference brochure** describing the conference, identifying sessions, dates, times, registration costs, and hotel costs
- 4. Civil Rights Certification
- 5. Suspension & Debarment Certification
- 6. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072**
- 7. **Grant applications must be received by the Commission for Libraries no later than 45 days prior to conference.**

LSTA CE APPLICATION – First Time Attendance at Library Conference

Grants are made to the library and reimburse all, or a portion of the expenses incurred by the employee's attendance at the conference.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible conference costs will be reimbursed **up to a maximum of \$900**. Those reimbursable costs are:

BASIC CONFERENCE REGISTRATION RATE – The basic conference registration is an allowable expense through this grant. Participant organization membership, pre-conference fees, tours, or conference meals are not allowable expenses through this grant.

AIRFARE / MILEAGE – Conference participants are expected to travel at the lowest possible cost i.e. air transportation by coach scheduled at least two weeks prior to the event, unless mileage costs are less expensive. Round trip mileage costs will be covered as per the State of Idaho travel mileage chart at the current State rate of reimbursement, not to exceed the cost for air transportation to the same location. **Mileage incurred during the event will not be reimbursed. Airport parking and transportation to and from the airport are also not eligible costs.** Contact the Continuing Education Consultant if you have questions.

LODGING - Eligible lodging costs are reasonably priced hotel accommodations for each night the participant is in attendance at the conference. Accommodations cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving to the event location, accommodation costs along the way to and from the conference are not eligible expenses.

MATCH - Libraries are expected to provide all other expenses not listed above as their match.

REIMBURSEMENT PROCESS:

Once the event has concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT, the LSTA FINANCIAL REPORT (forms included in grant packet agreement packet), receipts for registration, hotel accommodations, and transportation costs. These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above.**

For additional instructions refer to Appendix H in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call our Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

APPLICATION QUESTIONS: (Attach a sheet with your answers.)

1. Select the LSTA priority this event best addresses:

LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
 - Developing library services that provide all users access to information through local, state, regional, national and international electronic networks
 - Providing electronic and other linkages among and between all types of libraries
 - Developing public and private partnerships with other agencies and community-based organizations
 - Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
 - Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line
2. **What is the purpose for this project? What are the learning objectives? Attach copies of brochures about the activity. For locally planned group activities, include the qualifications of the trainer/s. For group projects including more than one library, include the names of all the participant libraries. (In 300 words or less)**
 3. **How will your/ your group's participation in this event benefit your library's patrons/customers? i.e. How will you/ your group use the information and knowledge you gain from this event in your library to benefit your patrons/customers? (In 300 words or less)**
 4. **What library or consortium need or needs will be met by this project? (Be as specific as possible. Document with references to your long range plan(s) and, if available, statistical information.)**
 5. On the cover of this application, fill out the BUDGET SUMMARY. In a narrative format under this question number identify the source of the funds both LSTA and LOCAL and how they will be spent. How were the costs associated with this project figured?
 6. How will you evaluate this project? Describe the method(s) you plan to use to determine if you have achieved your learning objectives and if meeting your objectives has helped alleviate your library's needs.

EVALUATION QUESTIONS:

At the conclusion of the event, the applicant will conduct an evaluation and respond to the following questions:

- A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?

LSTA CE APPLICATION – Staff & Trustee Development for Individuals/Groups

- B. Describe how, in the next 3-5 months, you will apply what you have learned from this event in your library.
- C. How will the implementation of this knowledge and these ideas benefit your patrons/customers?

Be aware that an additional follow-up survey will be conducted at a later time looking for long term results.

APPLICATION INSTRUCTIONS:

Submit the following:

1. Completed Application form with original signatures Response to the Application Questions
2. Attach a brochure or informational materials describing the program in the application
3. Budget narrative addressed in question 7 (separate sheet of paper)
4. Complete Eligibility Checklist,
5. Civil Rights Certification
6. Suspension & Debarment Certification
7. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702**

Grant applications must be received by the Commission for Libraries **no later than 45 days prior to proposed activity**. Grants are made to the library, not to the employee. A grant award from this application will reimburse a portion of the expenses incurred by the employee's participation in the applied for workshop or event.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible costs will be reimbursed **up to a maximum of \$900** for individuals, and up to **\$5,000 for group** activities. *Depending on the individual cost of registration, a group consists of 6 or more staff and/or trustees.*

BASIC REGISTRATION RATE – The basic registration costs are allowable expense through this grant. Participant organization membership, pre-conference fees, tours, or meals are not allowable expenses through this grant.

AIRFARE / MILEAGE – Conference participants are expected to travel at the lowest possible cost i.e. air transportation by coach scheduled at least two weeks prior to the event, unless mileage costs are less expensive. Mileage costs to and from the event will be covered as per the State of Idaho travel mileage chart at the current State rate of reimbursement, not to exceed the appropriate cost for air transportation to the same location. **Mileage incurred during the event will not be reimbursed. Airport parking and transportation to and from the airport are also not eligible costs.** Contact the Continuing Education Consultant if you have questions.

LODGING - Eligible lodging costs are reasonably priced hotel accommodations for each night the participant is in attendance at the conference. Accommodations cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving to the event location, accommodation costs to or from the conference are not eligible expenses.

REIMBURSEMENT PROCESS:

Once the event has concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT, the LSTA FINANCIAL REPORT (forms included in grant agreement packet), receipts for registration, hotel accommodations, and transportation costs. These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above.**

If you have any questions, please do not hesitate to call our Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

**IDAHO COMMISSION FOR LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Name of Applying Library: _____
Library Address: _____ City _____ Zip _____
Participant (Name and Title): _____
Daytime phone: _____ E-mail: _____

I have discussed this project with the CE Consultant:
Name: _____ Date: _____

Budget Summary: Amount of LSTA request _____
Amount of local match _____
Total amount of project _____

THIS APPLICATION IS FOR:

- ALA-ACCREDITED MASTERS DEGREE PROGRAM IN LIBRARY SCIENCE
- EDUCATION MEDIA GENERALIST ENDORSEMENT
- FORMAL LIBRARY SCIENCE COURSES FOR PROFESSIONAL DEVELOPMENT

Institution name and program in which Employee is enrolled: _____

Semester or quarter: _____

When do classes begin: _____

Course(s) to be taken: _____

SIGNATURE AND CERTIFICATION:

All participating libraries and other entities must sign copies of this certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate, OMB Circulars 2 CFR Part 220, 225, and 230, and are compliant with Commission for Libraries' eligibility requirements for LSTA.

Appropriate Signature Title Date

Appropriate Signature Title Date

Total Course Tuition: _____

Commission for Libraries Use Only

Approved _____ Disapproved _____ Date _____

APPLICATION QUESTIONS: (Attach a sheet with your answers.)

1. Select the LSTA priority this event best addresses:

LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- Developing library services that provide all users access to information through local, state, regional, national and international electronic networks
- Providing electronic and other linkages among and between all types of libraries
- Developing public and private partnerships with other agencies and community-based organizations
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

2. How will your participation in these formal library science courses benefit your library's patrons/customers? i.e. How will you use the information and knowledge you gain from these courses in your library to benefit your patrons/customers? (In 300 words or less)

EVALUATION QUESTIONS:

At the conclusion of classes, the applicant will evaluate the courses by responding to the following questions:

- A. Did your participation in these courses meet the expectations identified in your application? If so how? If not can you identify why?
- B. Describe how, in the next 3-5 months, you will apply what you have learned from these courses in your library.
- C. How will the implementation of this knowledge and these ideas benefit your patrons/customers?

Be aware that an additional follow-up survey will be conducted at a later time looking for long term results.

APPLICATION INSTRUCTIONS:

Submit the following:

- 1. Completed Application form with original signatures Response to the Application Questions above.
- 2. A brochure, website printout or other form of documentation identifying course of study and ALA accreditation
- 3. Civil Rights Certification signed by the library director
- 4. Suspension & Debarment Certification signed by the library director
- 5. The completed application must be received by the Idaho Commission for Libraries at least **45 days prior to the start of classes**

6. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072**

REIMBURSEMENT PROCESS:

Once the course/s have concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT and the LSTA FINANCIAL REPORT (forms included in grant agreement packet). These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above and in the grant agreement, receipts for course registration and class materials, and a transcript or proof of grade for the courses taken.**

If you have any questions, please do not hesitate to call the Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150

CERTIFICATIONS



LSTA CERTIFICATIONS

CIVIL RIGHTS CERTIFICATION

CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 ,SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities form the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et.seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal Financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations; guidelines, and standards lawfully adopted under the above statutes by the United State Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons signature(s) appearing below is/are authorized to sign this application, and to commit the application to the above provisions.

Authorized Official(s)

Name of Applicant or Recipient

Street

City/ State/ Zip Code

CIVIL RIGHTS CERTIFICATION

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85. Section 85.510, Participant' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of their 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 And Title of Authorized Representative

Signature

Date

ED form GCS-009. 6/88