



**ENGLISH LITERACY/CIVICS
EDUCATION PROGRAM
COMPETITIVE SUBGRANT
APPLICATION PACKET**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PROGRAMS

2006 - 2007

Virginia Department of Education
Office of Adult Education and Literacy
P.O. Box 2120
Richmond, VA 23218-2120

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ANNOUNCEMENT OF FUNDING AVAILABILITY

The Virginia Department of Education, Office of Adult Education and Literacy (OAEL), will make funds available for grants to support English Literacy/Civics Education projects in Virginia. Funding is provisional and contingent upon the availability of funds from the U.S. Department of Education.

ISSUED TO: Local education agencies, community colleges, community-based adult literacy organizations, libraries applying individually as a 501(c)(3), or in partnership with a local education agency, or other tax-exempt organizations serving as fiscal agent for a community-based literacy organization.

TITLE: **English Literacy/Civics Education Program**

ISSUING AGENCY Virginia Department of Education
Office of Adult Education and Literacy
P.O. Box 2120
Richmond, Virginia 23218-2120

FUNDING AUTHORITY: Workforce Investment Act of 1998, Adult Education State Grant Program – PL 105-220

SUBGRANT PERIOD: July 1, 2006 – June 30, 2007

SUBGRANT AMOUNTS: \$10,000 - \$100,000 annually

SUBMISSION DEADLINE: May 31, 2006

PROJECT START DATE: July 1, 2006

RECEIPT OF APPLICATIONS

The application package (**one** original and **six** copies) may be mailed or hand-delivered to the appropriate address. Applications must be postmarked **by midnight or hand delivered no later than 4:30 p.m., May 31, 2006**. Faxed or e-mailed copies will not be accepted. Applications not meeting postal or delivery deadlines will not be considered. Receipts for postal and delivery services are recommended.

Postal Address
Elizabeth Hawa, Director
Office of Adult Education and Literacy
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Hand Delivery
Gloria Murphy, Administrative Assistant
Office of Adult Education and Literacy
Virginia Department of Education
James Monroe Building, 21st Floor
101 N. 14th Street
Richmond, VA 23219

**DESCRIPTION OF
THE ENGLISH LITERACY/CIVICS
EDUCATION PROGRAM**

Administration of Program

The Office of Adult Education and Literacy, Virginia Department of Education, administers the EL/Civics Education program in Virginia. For questions, contact Judy Fine, program specialist, Office of Adult Education and Literacy, by e-mail at Judy.Fine@doe.virginia.gov, or by telephone at (804) 786-8367. Budget questions may be directed to Cynthia Delinocci, grants manager, Office of Adult Education and Literacy, by e-mail at Cynthia.Delinocci@doe.virginia.gov or by telephone at (804) 225-2850.

Purpose

English literacy programs are designed to help individuals of limited English proficiency achieve competence in the English language. Individuals of limited English proficiency are those who have a limited ability in speaking, reading, writing, or understanding the English language; whose native language is other than English; or who live in a family or community where a language other than English is the dominant language.

The purpose of the Virginia EL/Civics Education program is to improve and enhance services to students for whom English is not their primary language. Participants should be able to increase their English proficiency in reading, writing, speaking, and listening in order to understand and navigate governmental, educational, and workplace systems and key American institutions, such as banking and health care. Grants will be used to support projects that demonstrate effective practices in providing and increasing access to English literacy (EL) programs linked to civics education.

Funding Priorities

Virginia EL/Civics grants will feature direct services to English for Speakers of Other Languages (ESOL) students. Grant awards will be made to programs that address the following priorities:

- Increase the number of EL/Civics students served through greater accessibility to ESOL/civics classes;
- Include the use of technology in teaching and learning;
- Include comprehensive citizenship classes;
- Implement existing best practice distance learning programs;
- Transition ESOL students to Adult Basic Education (ABE) to earn a General Education Diploma (GED), gain employment or enroll in postsecondary education.

Applicants must address *priority #1* and at least one other stated priority.

Available Funding

The range of awards will be from \$10,000 to \$100,000 annually.

Eligible Applicants

Local school divisions, post-secondary institutions, and private not-for-profit 501(C)(3) community-based organizations that have historically served populations described as ESOL are eligible applicants for

either grant category. Recipients should show how they would work with other state and local agencies and local organizations in delivering services without duplication of existing services. Current and previous recipients of EL/Civics funds are eligible to submit an application for new programs or program components.

Use of Funds

Grant funds may be used to support activities and instructional costs related to English literacy and civics education, including the costs of staff and instructors, materials and equipment, staff training, and support services, such as child care and transportation for program participants. Technology purchases shall be used to support the delivery of the program and shall be consistent with the technology focus of the EL/Civics program and the Virginia Adult Education Technology Plan.

Selection Process

A project review panel has the responsibility of reviewing applications that are submitted on time and meet all other submission requirements. Each qualified applicant will be rated on the criteria identified in this application packet.

Criteria for Proposal Evaluation

There are six categories that will be used by the review panel to rate each application.

| Maximum Points | Grant Category |
|----------------|--|
| 15 | Statement of Need |
| 20 | Capacity and Commitment |
| 25 | Program Design, including Funding Priorities |
| 30 | Program Goals, Objectives and Anticipated Outcomes |
| 10 | Evaluation Plan |
| 100 | TOTAL |

Guidelines for Submitting an Application

Applications must be submitted as hard copy, single-spaced, 12-point font, on 8½” x 11” white paper, one side only. One-inch margins must surround the text on all sides, all pages must be numbered, and the document may not exceed the maximum number of pages for any section as stated on pages 11 and 12. Original signatures must appear on the appropriate pages. Order the document pages as directed in the guidelines. Please do not submit the application in binders or special covers. It is the responsibility of the applicant to follow the instructions within this packet and to call the Office of Adult Education and Literacy for clarification.

PROJECT REQUIREMENTS AND FUNDING GUIDELINES

Please share these with your chief financial officer.

PROJECT REQUIREMENTS

Data System

- Eligible recipients shall use the Virginia Department of Education Web-based data system to collect and report student data.
- Required National Reporting System (NRS) data must be entered no later than the 20th day of each month beginning July 1, 2006.
- All data from the previous fiscal year must be entered by July 20, 2006. Required data include, but are not limited to:
 - Staff Information;
 - Class Information;
 - Student Demographics, Approved Assessment (Best Plus, Better Edition Structured Test – English Language (BESTEL), Comprehensive Adult Assessment System (CASAS) or Arlington Employment and Education Program (REEP) ESOL Writing Assessment) Information;
 - Student Attendance; and
 - Student Goals.
- Equipment should be updated to provide adequate support for the data system and other administrative/instructional requirements. Hardware and software requirements include a minimum of:
 - Windows 2000 or XP
 - Microsoft Internet Explorer 6.0
 - Microsoft Excel 2000, XP, or 2003
 - Adobe Acrobat Reader 5.0 or better
 - Other hardware and software options may not be sufficient for federal reporting.
- Eligible recipients that anticipate using an **external database** to import data into the Web-based data system must continue to utilize the Web-based system's NRS reports to monitor program performance monthly. Additionally, the Error Report must be reviewed after each data import to ensure clean data and to identify corrective action required.

Accountability and Reports

- Eligible recipients shall demonstrate an ability to perform within the NRS accountability standards.
- Recipients are expected to meet the state established performance targets for accountability.
- A review of performance will occur quarterly from the inception of the grant.
- Each recipient shall demonstrate by January 20, 2007, progress towards meeting state targets on NRS Table 4.

- Additional reports may be required throughout the grant cycle based on funding and program priorities.
- The project director must maintain all records related to the grant for a period of five years after the ending date of the project.
- These records must be accessible and available for monitoring and audit purposes.
- Original copies of all receipts must be maintained by the eligible recipient to back up all requests for reimbursement and local expenditures.
- A final report of project activities and outcomes will be due to the Office of Adult Education and Literacy on July 31, 2007, and shall follow a format specified by the Department of Education.

FUNDING GUIDELINES

Applicable Federal administrative requirements, cost principles, and audit requirements are incorporated into each subgrant award by reference. For educational institutions, the following apply:

- Uniform Administrative Requirements for Grants and Agreements to State and Local Governments, 45 FR, Part 2541(59 Fed. Reg. 155 published August 12, 1994).
- OMB Circular A-87, Cost Principles for State and Local Governments.
- OMB Circular A-133, Audits of State and Local Governments and Non-Profit Organizations.
- It is the responsibility of the subgrantee to maintain adequate liability coverage for the subgrantee, the employees, and the participants for both on-site and off-site activities.

The subgrant recipient must comply with all other applicable statutes, executive orders, regulations, and policies governing the Workforce Investment Act of 1998, Adult Education State Grant Program – PL 105-220, including, but not limited to, those cited in these subgrant provisions and those cited in 45 CFR Parts 2541, 2542, and 2543.

Expenditures

- Funds may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization; to assist, promote, or deter union organizing; to finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or to impair existing contracts for services or collective bargaining agreements.
- Stipends, allowances, post-service benefits, or other financial support may not be paid to any project participant, except as reimbursement for transportation, meals and other reasonable out-of-pocket expenses directly related to project participation.
- Indirect cost rates may be charged only if already approved by the Virginia Department of Education. Indirect costs charged must be in support of administrative functions only.

Termination or Suspension

- In emergency situations, the Virginia Department of Education may suspend a subgrant for not more than 30 calendar days. Examples of such situations may include, but are not limited to: serious risk to persons or property; violations of federal, state, or local criminal statutes; and material violations of the subgrant that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause.
- Pursuant to 45 CFR 2540.400, the Virginia Department of Education may terminate reimbursement payments under the subgrant, or revoke subgrant funds for failure to comply with applicable provisions of this subgrant. The Department shall provide the subgrantee reasonable notice and opportunity for a full and fair hearing within 60 days of receipt of such notice.

Availability of Federal Funds

All grants are contingent upon the availability of funds from the U.S. Department of Education.

PROPOSAL DEVELOPMENT

INSTRUCTIONS FOR DEVELOPING A PROPOSAL

1. Abstract (One Page)

Attach a one page, single-spaced summary following the Application Cover Page. It should describe the following:

- Need for project
- Target audience
- Project goals and objectives
- Major activities
- Anticipated outcomes
- Project director, phone number, and e-mail address

2. Narrative (Maximum of Ten Pages)

This portion of the application, not to exceed ten typed, single-spaced pages, should include a plan that describes how the applicant will meet the requirements of the grant. The narrative must describe the following project components:

- **Statement of Need**

Describe the current adult ESOL population in your service area. Include such elements as percentage of ESOL compared to the total population, diversity of students, number of languages other than English spoken, and patterns of increase/decrease in students over time. With the increase of the second language population in Virginia, it is important to demonstrate how your community has been impacted by population changes.

- **Capacity and Commitment**

- Describe the scope of your current adult education program, including partners and collaborative efforts.
- Discuss what services your program currently offers, and demonstrate your capacity to complete the project you want funded (i.e., your ability to reach your program goals).
- Describe specific English literacy program services that you currently offer. Include information on how your program has grown to meet the needs of increasing ESOL students.
- Describe how your program has worked collaboratively with other agencies/programs to meet the needs of students.
- Describe your program's experience in helping ESOL students access civics functions (e.g., voter registration, social security number, employment centers, hospitals, banking and other governmental functions).
- Describe your program's progress in meeting ESOL state targets on the National Reporting System (NRS) Table 4 during 2004-2005 and 2005-2006. Include copies of NRS Table 4 for both years. If you did not serve ESOL students during this time period, provide similar evidence of capacity and program performance.

- **Program Design**

- Describe the essential components of your proposed EL/Civics program.
- Include the target population to be served and provide target numbers.
- Describe any assessment, curriculum offerings and materials, instructional methodologies, and linkages to other programs and services (partnerships).
- Describe the ways technology will be used in instruction.
- Include a description of how technology will be used as a tool in accessing civics functions and services.
- Eligible recipients shall use a state-approved assessment (Best Plus, BESTEL, CASAS or REEP). The selected assessment will be of the same type for pretesting and posttesting. Assessments shall be appropriate for instruction.

- **Program Goals, Objectives and Anticipated Outcomes**

State the goal(s) for the project and the related objectives and anticipated outcomes. The objectives must be measurable. Program progress in meeting or exceeding ESOL state targets on NRS Table 4 is a required goal.

- **Evaluation Plan**

- Design an evaluation plan to measure both processes and outcomes.
- Describe the evaluation methodology.
- Include the kinds of data that will be collected, the method of data collection, the individuals who will collect the data, and the time frames for data collection.
- Describe progress in meeting or exceeding state ESOL targets. Include a table with goals, strategies, and outcomes.
- Describe how the evaluation plan will be used and include a discussion of the project's replicability.

3. Budget Forms

Review all budget calculations to ensure that categories add up properly, both by column and by row. Round all figures to the nearest whole dollar.

- **Summary Budget**

Provide a total budget by broad expenditure categories for the period of July 1, 2006 - June 30, 2007.

- **Budget Work Sheet**

Develop a budget work sheet, which is a budget breakdown relevant to the program objectives. Include line items under each broad expenditure category and corresponding object codes.

4. Federal Forms For Signature

Return the following federal forms that are attached:

- Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements
- Disclosure of Lobbying Activities.
- If these forms are not applicable, indicate N/A and sign.

5. Assurances

Sign and return the Statement of Assurances.

INSTRUCTIONS FOR COMPLETING FORMS

INSTRUCTIONS FOR COMPLETING SUMMARY BUDGET AND BUDGET WORK SHEET

The Department of Education requires specific expenditure categories for all adult education project budgets. These are explained on the next page. Please comply with the definitions in developing your summary budget and budget work sheet. Remember to round to the nearest whole dollar.

Summary Budget

- Include the name of the fiscal agent for the proposed project.
- In the “State Funds Requested” column, list the planned expenditure in each of the categories for this project only. For explanations of each category, see page entitled “Expenditure Categories.”
- Total the column. The totals for the column must match the totals listed in the Budget Work Sheet. The work sheet details the total planned state expenditures within each of the budget categories.

Budget Work Sheet

- Develop a work sheet that is a budget breakdown relevant to program objectives, which includes line items under each broad expenditure category and corresponding object codes. For explanations of each category, see page entitled “Expenditure Categories.”
- Include in the budget sufficient funds to cover the cost of attending one required project directors’ meeting.
- The following are examples of items that are not allowable in a project budget using federal funds:
 - Alterations or renovations of buildings;
 - Construction of buildings or purchase of land or buildings;
 - Dues paid to organizations on behalf of individuals;
 - Charges for meals, banquets, coffee breaks, etc., unless a structured part of the project plan with good justification;
 - Establishment of contingency or petty cash funds; and
 - Entertainment.

EXPENDITURE CATEGORIES

1000 Personal Services

(Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential and similar compensation. Also includes payment for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.

2000 Employee Benefits

Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.), and employee allowances.

3000 Purchased Services

Services acquired from outside sources (i.e., private vendors, tuition, client/participant travel, day care, public authorities or other governmental entities).

4000 Internal Services

Charges from an Internal Service Fund to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).

5000 Other Charges

Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost or miscellaneous. (Mileage, lodging, and meals will be limited to no more than the current state-approved rate.)

6000 Materials and Supplies

Includes articles and commodities, which are consumed or materially altered when used, and includes minor equipment (less than \$1,000), which is not capitalized.

8000 Equipment

Includes computers, furniture, and fixtures, and equipment in excess of \$1,000.

APPENDICES

Application Cover Page
Summary Budget Form
Assurances
Application Checklist

ENGLISH LITERACY/CIVICS EDUCATION PROGRAM

Virginia Department of Education

Office of Adult Education and Literacy

2006 - 2007

APPLICATION COVER PAGE

| | | |
|---|---------------------|---------------------|
| Local or Regional Applicant: | | |
| | | |
| Project Director: | | |
| | | |
| Address: | | |
| | | |
| City: | State: | Zip: |
| | | |
| Telephone Number: () | | Fax Number: () |
| | | |
| E-mail (required): | | |
| | | |
| Federal ID Number for the Fiscal Agent: | | |
| | | |
| Total Funds Requested for July 1, 2006 - June 30, 2007: | | |
| | | |
| Fiscal Agent Contact Person: | | |
| | | |
| Address: | | |
| | | |
| City: | State: | Zip: _ |
| | | |
| Telephone Number: () | Fax Number: () | |
| | | |
| E-mail (required): | | |

In signing below, the applicant agrees to comply with all appropriate federal and state laws and regulations.

Financial Officer

Superintendent, Agency Head, or Chief Officer

Printed Name

Printed Name

Signature

Signature

Date

Date

ENGLISH LITERACY/CIVICS EDUCATION PROGRAM

Virginia Department of Education
Office of Adult Education and Literacy
2006-2007

SUMMARY BUDGET

Project Title: _____

| July 1, 2006 – June 30, 2007 Category Totals | |
|---|---|
| Expenditure Categories | Funds Requested July 1, 2006 - June 30, 2007 |
| 1. Personal Services 1000 | |
| 2. Employee Benefits 2000 | |
| 3. Purchased Services 3000 | |
| 4. Internal Services 4000 | |
| 5. Other Charges 5000 | |
| 6. Materials and Supplies 6000 | |
| 7. Equipment 8000 | |
| Total | |

ASSURANCES

STATEMENT OF ASSURANCES

As the chief executive officer of the applicant, I assure that the following actions shall be taken to comply with state and federal requirements of English Literacy/Civics Education:

1. The eligible provider shall establish measurable goals for participant outcomes consistent with the National Reporting System (NRS) standards and shall evaluate progress toward meeting those standards consistent with Virginia Department of Education requirements.
2. The eligible provider shall demonstrate a commitment to serve individuals in the community who are most in need of literacy services, including individuals who are low-income and/or have minimal literacy skills.
3. The eligible provider shall provide a program that is of sufficient intensity and duration for participants to achieve substantial learning gains.
4. The eligible provider shall use instructional practices that research has proven to be effective in gaining English literacy.
5. The eligible provider shall effectively employ advances in technology, as appropriate, including the use of computers.
6. The eligible provider shall implement activities that provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
7. The eligible provider shall employ qualified, well-trained instructors, counselors, and administrators.
8. The eligible provider shall coordinate with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, one-stop centers, job training programs, and social service agencies.
9. The eligible provider shall offer flexible schedules and support services or referrals to support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
10. The eligible provider shall maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures. The eligible provider must use the DOE's Web-based adult education data collection software. The eligible provider must enter data no later than the 20th day of each month, must provide a NRS Table 4 no later than January 20, 2007, and submit all data for the fiscal year no later than July 20, 2007.
11. The eligible provider shall determine whether or not the local communities have a demonstrated need for additional English literacy programs.

12. The eligible provider shall use not less than 95 percent of the federal allocation for literacy instructional activities and not more than five percent of the federal allocation for administration.
13. The eligible provider shall provide access to adult education services free of discrimination based on race, gender, religious preference, national origin, or disabling condition.
14. The eligible provider shall not use federal funds to supplant state or local funds designated for adult education services.
15. Statistical, financial, and descriptive reports related to adult education (including follow-up on students) that are required by the Virginia Department of Education shall be provided.
16. Civil Rights: The eligible provider shall maintain on file signed copies of all assurances related to the Act (HEW form 441), Protection of Human Subjects (HEW form 596), Privacy Act of 1974 (Public Law 93-579), Freedom of Information Act (Public Law 93-504), section 504, and the Rehabilitation Act (HEW form 641).

Fiscal Agent

Signature of Division Superintendent or Chief Executive Officer

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, 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 and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

| | |
|---|---------------------------------------|
| NAME OF APPLICANT | PR/AWARD NUMBER AND / OR PROJECT NAME |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| SIGNATURE | 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 which 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 A 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 Nonprocurement 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 |

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

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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 (0348-0046), Washington, DC 20503

ENGLISH LITERACY/CIVICS EDUCATION PROGRAM APPLICATION CHECKLIST

Before you mail your application, please review the following reminders.

___ These components of the application should be in the following order:

- ___ Application Cover Page
- ___ Abstract
- ___ Narrative – no more than ten pages
- ___ Summary Budget for 2006-2007
- ___ Budget Work Sheet for 2006-2007
- ___ Assurances

___ Are all forms completed and signed, including the Assurances?

___ Does the narrative have five major sections?

___ Does the summary budget and the budget work sheet show the same totals for July 1, 2006 – June 30, 2007?

___ Is the budget request not less than \$10,000 and not more than \$100,000?