

CONNECTICUT STATE DEPARTMENT OF EDUCATION
SHEFF OFFICE



Request for Proposals

Every Student Succeeds Act (ESSA): Title III, Part C: Sec 3001:
Language Instruction for
English Learners and Immigrant Students

**Language Instruction for Immigrant Students and Youth
Grant Application**

2016-17

PURPOSE:

To assist eligible local educational agencies that experience substantial increases in the number of immigrant children and youth.

Submission Due: November 8, 2016

Published: October 2016

RFP# 136

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Dr. Dianna R. Wentzell
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 State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2171
Levy.Gillespie@ct.gov

The Connecticut State Department of Education is an affirmative action/equal opportunity employer.

TABLE OF CONTENTS

		Page
I.	Overview of State and Federal Requirements	1
II.	Proposal Objectives	3
III.	Applicant Information	4
IV.	Application Directions	6
	APPENDICES	
	Appendix A – Grant Application – RFP 136	7
	Appendix B – Form ED 114	10
	Appendix C – Budget and Budget Justifications Appendix C(1) – Budget Form Object Code Definitions	11
	Appendix D – Statement of Assurances	14
	Appendix E – Certification That Affirmative Action Packet is on File	19
	Appendix F – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	20

I. OVERVIEW OF STATE AND FEDERAL REQUIREMENTS

The Connecticut State Department of Education (CSDE) manages the Language Instruction for Immigrant Students and Youth Grant (LIISYG) from the U.S. Department of Education. The purpose of this grant is to assist eligible local educational agencies (LEAs) that experience substantial increases in immigrant children and youth student population to:

- (1) provide enhanced instructional opportunities to immigrant children and youth;
- (2) support immigrant students to meet the same state academic content and student academic achievement standards that all children are expected to meet;
- (3) support parents of immigrant children and youth to become active participants in the education of their children; and
- (4) recruit and support trained teachers and paraprofessionals that provide services to immigrant children and youth.

The Language Instruction for Immigrant Students and Youth program continues to operate as an entitlement grant.

ELIGIBLE APPLICANTS

Under Title 20, of the United States Code 6824(d)(1), 15 percent of the CSDE's allotment will be reserved for those school districts that have experienced a substantial increase, as compared to the average of the two preceding fiscal years in the percentage or number of immigrant children and youth enrolled in public and non-public elementary and secondary schools in the geographic areas under the jurisdiction of, or served by, such school districts. For the purpose of this grant, the CSDE has defined "substantial increase" as an increase of at least two (2) percent.

DEFINITIONS

Immigrant children and youth: Individuals who (1) are ages 3 to 21; (2) were not born in any state; and (3) have not been attending one or more schools in any one or more states for more than a total of three full academic years.

Substantial increase: Will be defined based on the enrollment data of the last two years submitted by the district, the calculated percent of growth of at least 2 percent.

States: Under ESSA legislation, the term "State" encompasses the 50 states, the District of Columbia and the Commonwealth of Puerto Rico.

PROPOSAL REVIEW

Applications will go through a review process. Districts will be notified in writing as to the approval and final funding status of their applications.

GRANT NEGOTIATIONS

The content and cost of proposals are subject to negotiation prior to the final contract. All grant awards are subject to the availability of federal funds. No program activity may commence without an approved award letter from the CSDE.

ADMINISTRATIVE AND INDIRECT COSTS

Only school districts and regional educational service centers (RESCs) that have submitted indirect cost proposals for fiscal year 2016-17 may apply for indirect costs.

REPORTING

A final report questionnaire—ED 238 *Language Instruction for Immigrant Students and Youth Annual Progress Report for Fiscal Year 2015-16* will be due November 17, 2016. This reporting form will be e-mailed to all successful grantees. Grantees shall submit an original and two copies. Please retain one copy for your files and submit the original and one copy by November 17, 2016, to:

Eileen Williams
Connecticut State Department of Education
Sheff Office
P.O. Box 2219,
Hartford, CT 06145-2219

II. PROPOSAL OBJECTIVES

- (a) USE OF FUNDS – Funds awarded under this subpart shall be used to pay for enhanced instructional opportunities for immigrant children and youth, which may include:
- family literacy services, parent outreach and training activities designed to assist parents to become active participants in the education of their children;
 - recruitment of, and support for personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained to provide services to immigrant children and youth;
 - provision of tutorials, mentoring and academic or career counseling for immigrant children and youth;
 - identification and acquisition of curricular educational software and technologies to be used for the program;
 - basic instructional services that are directly attributable to the presence in the school district of immigrant children and youth, including the payment of those costs that provide additional classroom supplies, cost of transportation or such other costs as are directly attributable to such additional basic instructional services;
 - other instructional services that are designed to assist immigrant children and youth to achieve in the elementary and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
 - activities coordinated with community-based organizations, institutions of higher education, private sector entities or other entities with expertise in working with immigrants to assist parents of immigrant children and youth by offering comprehensive community services.

This grant supports programs directly related to immigrant children and youth education ONLY.

- (b) CONSORTIA – An LEA that receives a grant under this subpart may collaborate or form a consortium with one or more LEAs, institutions of higher education and nonprofit organizations to carry out a program described in an application approved under this subpart.
- (c) SUBGRANTS – An LEA that receives a grant under this subpart may, with the approval of the Secretary of the U.S. Department of Education, make a subgrant to, or enter into a contract with, an institution of higher education, a nonprofit organization or a consortium of such institutions or organizations to carry out a program described in an application approved under this subpart, including a program to serve out-of-school youth.
- (d) CONSTRUCTION – Nothing in this subpart shall be construed to prohibit an LEA from serving immigrant children and youth simultaneously with children and youth with similar educational needs, in the same educational settings where appropriate.

III. APPLICANT INFORMATION

AFFIRMATIVE ACTION

All fiscal agents must complete the affirmative action packet, or attest that one is on file, to be considered for a contract award.

OBLIGATIONS OF GRANTEES

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Sections 4a-60 and 4a-60a of the Connecticut General Statutes (C.G.S.) and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time, as may be prescribed by the Commission on Human Rights and Opportunities.

UTILIZATION OF MINORITY BUSINESS ENTERPRISE

All grantees shall make “good faith efforts” to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract requirements.

Grantees shall certify under oath to the Commission on Human Rights and Opportunities and the state agency that the minority businesses selected as subcontractors and suppliers of materials comply with the criteria of Section 4a-60 of the C.G.S., if such businesses are not currently registered with the Department of Economic and Community Development.

FREEDOM OF INFORMATION ACT (FOIA)

All of the information contained in a proposal submitted in response to this Request for Proposals (RFP) is subject to the provisions of the FOIA, Sections 1-200 et seq. The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

MANAGEMENT CONTROL OF THE PROGRAM AND GRANT CONSULTATION ROLE OF THE STATE DEPARTMENT OF EDUCATION PERSONNEL

The grantee has overall management control of the grant. While CSDE 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 subgrantee.

ANNIE E. CASEY FOUNDATION GRANTS

Applicants that are a part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- the collaborative oversight entity has been provided the opportunity to review and comment on the Request for Proposal (RFP) prior to submission to the CSDE; and
- the proposal or application submitted provides information detailing the activities which assures priority access to services to children, youth and families referred by the collaborative oversight entity, and the applicant shall designate someone to act as liaison for the referral process.

LOCAL PLAN

The grantee states that its local plan pursuant to Section 3116 of the ESSA previously filed, has not changed substantially since filed, or if it has changed substantially, the grantee will submit an updated plan.

IV. APPLICATION DIRECTIONS

1. The following grant application sections must be submitted:
 - i. Appendix A – Grant Application – RFP 136*
 - ii. Appendix B – Form ED 114
 - iii. Appendix C – Budget and Budget Justifications
 - iv. Appendix D – Statement of Assurances*
 - v. Appendix E – Certification that an Affirmative Action Plan is on File*
 - vi. Appendix F – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions*

*signatures required
2. To be considered for funding, all applications submitted must adhere to the following requirements:
 - The selection of specific services by the grantee must be the result of an open and competitive process.
 - Applications must follow the format described in this document.
 - Applications must be typewritten, double-spaced on one side of standard (8-1/2 x 11), unruled white paper. Applications may be stapled but should not be bound or placed in a binder.
 - **One** (1) original set of documents, bearing the signatures of the legally authorized agent for the applicant and other signatures are requested, and **one** (1) copy of the proposal must be submitted.
3. The applications, [one original and one copy], must be received at the Sheff Office by 4:30 p.m. on November 8, 2016. Facsimile (“faxed”) copies of proposals/applications will not be accepted. Only proposals/applications with original signatures will be accepted as filed timely.

The delivery and mailing address is:

Delivery

Eileen Williams
Connecticut State Department of Education
Sheff Office
165 Capitol Ave., Room 227
Hartford, CT 06106

Mailing

Eileen Williams
Connecticut State Department of Education
Sheff Office
P.O. Box 2219
Hartford, CT 06145-2219

APPENDIX A

RFP 136
 Rev. 6/2016
 20 USC 6801 et
 seq., as amended by
 P.L. 107-110 Sec.
 3001

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Sheff Office
Hartford

Language Instruction for Immigrant Students and Youth Program (LIISYG)
Grant Application for 2016-17

<p><u>INSTRUCTIONS</u></p> <p>Submit original and one copy by: November 8, 2016</p>	<p><u>MAIL TO:</u> Eileen Williams Sheff Office P.O. Box 2219, Room 227 Hartford, CT 06145-2219</p>
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Name of School District: _____ **Town/District Code:** _____

Contact Person's Name and Title: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Date of Local Board Acceptance: _____

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

Signature of Superintendent of Schools

Date

***PART I: STATISTICAL DATA:**

TOTAL PUBLIC AND NONPUBLIC PK-12 SCHOOL ENROLLMENT	TOTAL PUBLIC AND NONPUBLIC SCHOOL ENROLLMENT OF ELIGIBLE IMMIGRANT STUDENTS	AMOUNT OF GRANT FUNDS REQUESTED FOR PUBLIC AND NONPUBLIC SCHOOLS
PUBLIC _____	PUBLIC _____	\$ _____
NONPUBLIC _____	NONPUBLIC _____	
TOTAL:	TOTAL:	

*Please refer to your copy of the Immigrant Children and Youth Survey Form ED 236 for 2015-16.

**Immigrant Children and Youth Grant
FY 2016-17**

PART II. PROJECT DESCRIPTION

Complete one page for each public and nonpublic project with a unique set of objectives.

Public Nonpublic

District Name and Code Number

A. PROJECT TITLE:

B. AMOUNT REQUESTED:

C. LIST SCHOOL(S) AND GRADE LEVEL(S) TO BE SERVED BY THIS PROJECT:

<u>Schools</u>	<u>Grade Levels</u>	<u>No. of Students</u>
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D. Are staff to be paid (salaries only) with ICYG funds? Yes No

If yes, list the number of full-time equivalent (FTE) positions by job classification, together with the amounts to be paid from ICYG funds.

Job Classification	<u>Number of FTE</u>	<u>Amount</u>
Administrators (non-clerical)	_____	\$ _____
Teachers	_____	\$ _____
Teacher Aides	_____	\$ _____
Staff Providing Support	_____	\$ _____
Services (non-clerical)	_____	\$ _____
Clerical Staff	_____	\$ _____
Other (specify)	_____	\$ _____

E. PROJECT OBJECTIVES (What are the desired, measurable outcomes?)

F. ACTIVITIES

- a) How will the objectives be accomplished? Describe in observable terms:
- b) Provide indicators that the objectives are met, e.g., achievement/attitude scale scores.
- c) Put a checkmark by the activity or activities that best describe how the LEA plans to use the funds. In general, an eligible entity receiving funds under Section 3114(d) (1) of the ESSA shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include:

<input type="checkbox"/>	(A) family literacy, parent outreach and training activities designed to assist parents to become active participants in the education of their children;
<input type="checkbox"/>	(B) support for personnel directly teaching immigrant children and youth, including teachers' aides who have been specifically trained, or are being trained to provide services to immigrant children and youth;
<input type="checkbox"/>	(C) provision of tutorials, mentoring and academic or career counseling for immigrant children and youth;
<input type="checkbox"/>	(D) identification and acquisition of curricular educational software material and technologies to be used in the program award;
<input type="checkbox"/>	(E) basic instructional services that are directly attributable to the presence in the school district involved of immigrant children and youth, including those costs that provide additional classroom supplies, cost of transportation or such other costs as are directly attributable to such additional basic instructional services;
<input type="checkbox"/>	(F) other instructional services that are designed to assist immigrant children and youth to achieve in the elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
<input type="checkbox"/>	(G) activities coordinated with community-based organizations, institutions of higher education, private sector entities or other entities with expertise in working with immigrants to assist parents of immigrant children and youth by offering comprehensive community services.

G. EVALUATION (Describe changes in students' behavior/achievement demonstrating that the objectives have been accomplished.)

APPENDIX B

ED114 Fiscal Year 2016/17

BUDGET FORM

GRANTEE NAME:		TOWN CODE:		
GRANT TITLE: Immigrant and Youth Education Grant				
PROJECT TITLE:				
CORE-CT CLASSIFICATION: FUND: 12060 SPID: 20868 PROGRAM: 82076				
BUDGET REFERENCE: 2017 CHARTFIELD1: 170002 CHARTFIELD2:				
GRANT PERIOD: 7/01/2016 - 6/30/2018 AUTHORIZED AMOUNT: \$				
CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES			
111B	INSTRUCTIONAL SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
320	PROFESSIONAL EDUCATIONAL SERVICES			
321	TUTORS			
322	IN SERVICE			
323	PUPIL SERVICES			
324	FIELD TRIPS			
325	PARENT ACTIVITIES			
510	STUDENT TRANSPORTATION SERVICES			
560	TUITION			
640	BOOKS AND PERIODICALS			
650	SUPPLIES—TECHNOLOGY RELATED			
	TOTAL			

_____ ORIGINAL REQUEST DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

_____ REVISED REQUEST DATE

APPENDIX C

BUDGET AND BUDGET JUSTIFICATIONS

CODES	DESCRIPTIONS	NARRATIVE/JUSTIFICATION
111A	NON-INSTRUCTIONAL SALARIES	
111B	INSTRUCTIONAL SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
320	PROFESSIONAL EDUCATIONAL SERVICES	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
510	STUDENT TRANSPORTATION SERVICES	
560	TUITION	
640	BOOKS AND PERIODICALS	
650	SUPPLIES-TECHNOLOGY RELATED	
	TOTAL	

APPENDIX C (1)

Budget Form Object Code Definitions

- 111A **Non-Instructional:** 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.
- 111B **Instructional:** 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 while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Also reported here are substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 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, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.
- 320 **Professional Educational Services:** Services supporting the instructional programs and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.
- 321 **Tutors (Instructional Non-Payroll Services):** Payments for services performed by persons qualified to assist students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.
- 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.
- 323 **Pupil Services (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologist, psychologists, psychiatrists, contracted guidance counselors, etc.
- 324 **Field Trips:** Costs incurred for conducting educational activities off site. Include admission costs to educational centers, fees for tour guides, etc.

- 325 **Parental Activities:** Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services and overall seminar/workshop costs.
- 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.
- 560 **Tuition:** Expenditures to reimburse other educational agencies for instructional services to pupils.
- 640 **Books and Periodicals:** Expenditures for books, textbooks and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs and textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books.
- 650 **Supplies: Technology Related:** Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables and monitor stands. Software costs below the capitalization threshold should be reported here.

APPENDIX D

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)

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

- (1) “Commission” means the Commission on Human Rights and Opportunities;
- (2) “Contract” and “contract” include any extension or modification of the Contract or contract;
- (3) “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- (4) “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.
- (5) “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) “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;
- (7) “marital status” means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) “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.

- (9) “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 Connecticut General Statutes § 32-9n; and
- (10) “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, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (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, 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, 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 Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation

or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; 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 Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works 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 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 Connecticut General Statutes §46a-56; 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, 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 Connecticut General Statutes § 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 Connecticut General Statutes § 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 Connecticut General Statutes § 46a-56; 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, 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: _____

APPENDIX E

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

*According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.***

I, the undersigned authorized official, hereby certify that the applying organization/agency: _____, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

APPENDIX F

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.
- 1. Except for transactions authorized under paragraph five 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.
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)