

Appendix A

Allocation Forms

CTE Transitions 2013-2014 **Revised** Allocation Listing (5/6/13)

CTE Transitions Allocation Checklist

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Application Budget Detail Sheet (Format Example Only)

Crossover Chart

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters;
and Drug-Free Workplace Requirements

CTE Transitions
Revised 2013-2014 Allocation Listing

Fiscal Agent	College	Allocation Number	Allocation Amount
Allan Hancock Jt. CCD	Allan Hancock	13-112-610	\$45,059
Antelope Valley CCD	Antelope Valley	13-112-620	\$45,059
Barstow CCD	Barstow	13-112-910	\$45,059
Butte-Glenn CCD	Butte	13-112-110	\$45,059
Cabrillo CCD	Cabrillo	13-112-410	\$45,059
Cerritos CCD	Cerritos	13-112-810	\$45,059
Chabot-Las Positas CCD (Chabot)	Chabot	13-112-481	\$45,059
Chabot-Las Positas CCD (Las Positas)	Las Positas	13-112-482	\$45,059
Chaffey College	Chaffey	13-112-920	\$45,059
Citrus CCD	Citrus	13-112-820	\$45,059
Coast CCD	Coastline Community Golden West Orange Coast	13-112-830	\$135,177
Contra Costa CCD (Contra Costa)	Contra Costa	13-112-311	\$45,059
Contra Costa CCD (Diablo Valley)	Los Medanos	13-112-312	\$45,059
Contra Costa CCD (Los Medanos)	Diablo Valley	13-112-313	\$45,059
Copper Mountain CCD	Copper Mountain	13-112-970	\$45,059
Desert CCD	Desert, College of the	13-112-930	\$45,059
El Camino CCD	El Camino	13-112-720	\$45,059
Feather River CCD	Feather River	13-112-120	\$45,059
Foothill-DeAnza CCD (DeAnza)	DeAnza	13-112-421	\$45,059
Foothill-DeAnza CCD (Foothill)	Foothill	13-112-422	\$45,059
Gavilan CCD	Gavilan	13-112-440	\$45,059
Glendale CCD	Glendale	13-112-730	\$45,059
Grossmont-Cuyamaca CCD	Grossmont Cuyamaca	13-112-020	\$90,118
Hartnell CCD	Hartnell	13-112-450	\$45,059
Imperial CCD	Imperial Valley	13-112-030	\$45,059
Kern CCD	Bakersfield Cerro Coso Community Porterville Taft	13-112-520	\$180,236
Lake Tahoe CCD	Lake Tahoe Community	13-112-220	\$45,059
Lassen CCD	Lassen College	13-112-130	\$45,059
Long Beach CCD	Long Beach City	13-112-840	\$45,059
Los Angeles CCD (City)	Los Angeles City	13-112-741	\$45,059
Los Angeles CCD (East)	East Los Angeles	13-112-748	\$45,059
Los Angeles CCD (Harbor)	Los Angeles Harbor	13-112-742	\$45,059
Los Angeles CCD (Mission)	Los Angeles Mission	13-112-743	\$45,059
Los Angeles CCD (Pierce)	Los Angeles Pierce	13-112-744	\$45,059
Los Angeles CCD (Southwest)	Los Angeles Southwest	13-112-745	\$45,059
Los Angeles CCD (Trade Tech)	Los Angeles Trade Tech	13-112-746	\$45,059
Los Angeles CCD (Valley)	Los Angeles Valley	13-112-747	\$45,059
Los Angeles CCD (West)	West Los Angeles	13-112-749	\$45,059
Los Rios CCD	American River	13-112-230	\$180,236

Fiscal Agent	College	Allocation Number	Allocation Amount
	Consumnes River Folsom Lake Sacramento City		
Marin CCD	College of Marin	13-112-330	\$45,059
Mendocino-Lake CCD	Mendocino	13-112-140	\$45,059
Merced CCD	Merced	13-112-530	\$45,059
MiraCosta CCD	MiraCosta	13-112-050	\$45,059
Monterey Peninsula CCD	Monterey Peninsula	13-112-460	\$45,059
Mt. San Antonio CCD	Mt. San Antonia	13-112-850	\$45,059
Mt. San Jacinto CCD	Mt. San Jacinto	13-112-940	\$45,059
Napa Valley CCD	Napa Valley	13-112-240	\$45,059
North Orange County CCD	Cypress Fullerton	13-112-860	\$90,118
Ohlone CCD	Ohlone	13-112-430	\$45,059
Palo Verde CCD	Palo Verde	13-112-950	\$45,059
Palomar CCD	Palomar	13-112-060	\$45,059
Pasadena Area CCD	Pasadena City	13-112-770	\$45,059
Peralta CCD	Alameda, College of Berkeley City Laney Merritt	13-112-340	\$180,236
Rancho Santiago CCD	Santa Ana Santiago Canyon	13-112-870	\$90,118
Redwoods CCD	Redwoods, College of the	13-112-160	\$45,059
Rio Hondo CCD	Rio Hondo	13-112-880	\$45,059
Riverside CCD	Riverside Community Moreno Valley Norco	13-112-960	\$135,177
San Bernardino CCD (Crafton Hills)	Crafton Hills	13-112-981	\$45,059
San Bernardino CCD (San Bernardino Valley)	San Bernardino Valley	13-112-982	\$45,059
San Diego CCD	San Diego City San Diego Mesa San Diego Miramar	13-112-070	\$135,177
San Francisco CCD	San Francisco, City College of	13-112-360	\$45,059
San Joaquin Delta CCD	San Joaquin Delta	13-112-550	\$45,059
San Jose-Evergreen CCD	Evergreen Valley San Jose City	13-112-470	\$90,118
San Luis Obispo County CCD	Cuesta	13-112-640	\$45,059
San Mateo County CCD	Canada San Mateo, College of Skyline	13-112-370	\$135,177
Santa Barbara CCD	Santa Barbara City	13-112-650	\$45,059
Santa Clarita CCD	Canyons, College of the	13-112-660	\$45,059
Santa Monica CCD	Santa Monica	13-112-780	\$45,059
Sequoias CCD	Sequoias, College of the	13-112-560	\$45,059
Shasta-Tehama-Trinity Joint CCD	Shasta	13-112-170	\$45,059
Sierra Joint CCD	Sierra	13-112-270	\$45,059

Fiscal Agent	College	Allocation Number	Allocation Amount
Siskiyou Joint CCD	Siskiyous, College of the	13-112-180	\$45,059
Solano County CCD	Solano Community	13-112-280	\$45,059
Sonoma County CCD	Santa Rosa Junior	13-112-260	\$45,059
South Orange County CCD (Irvine)	Irvine Valley	13-112-892	\$45,059
South Orange County CCD (Saddleback)	Saddleback	13-112-891	\$45,059
Southwestern CCD	Southwestern	13-112-090	\$45,059
State Center CCD	Fresno City Reedley	13-112-570	\$90,118
Ventura County CCD (Moorpark)	Moorpark	13-112-681	\$45,059
Ventura County CCD (Oxnard)	Oxnard	13-112-682	\$45,059
Ventura County CCD (Ventura)	Ventura	13-112-683	\$45,059
Victor Valley CCD	Victor Valley	13-112-990	\$45,059
West Hills CCD	Lemoore West Hills	13-112-580	\$90,118
West Valley-Mission CCD (Mission)	Mission	13-112-492	\$45,059
West Valley-Mission CCD (West Valley)	West Valley	13-112-493	\$45,059
Yosemite CCD	Columbia	13-112-590	\$45,059
Yosemite CCD	Modesto Junior	13-112-591	\$45,059
Yuba CCD	Yuba	13-112-290	\$90,118
TOTAL			\$5,046,608

CTE TRANSITIONS ALLOCATION CHECKLIST

NOTE: This checklist is a tool for allocation recipients to use when completing their RFA. **If the application contains the following information, in the following order, the packet will be complete.**

- No FACE PAGE** – Since this funding is non-competitive and categorized as allocations not grants, we do not require or provide facesheets. If needed by your district or board, your proof of funding is the memo with attached allocation listing that we send with this RFA in Appendix A.
- Title Page (*See Appendix A*)
- Contact Page (*See Appendix A*)
- Narrative (*See RFA Section F (2. Narrative) & Appendix A*)
- Statement of Work – Annual Workplan (*See Appendix A*)
- Application Budget Summary (*See Appendix A*)
- Application Budget Detail Sheet (*See Appendix A for Format Example and Blank Form*)
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (*2 copies with original CEO/Designee signatures*) (*See Appendix A*)
- No supplemental material (***DO NOT*** include appendices or other supplemental information unless specifically requested in the Application.)
- Two Completed Packets stapled in upper left corner (***DO NOT*** use binders or other covers.)
- Mailing envelope is labeled

Career Education Practices Unit
Chancellor's Office, California Community Colleges
ATTN: Nancy Borges
1102 Q Street Suite 4554
Sacramento, CA 95811-6549

RECEIVED AT CHANCELLOR'S OFFICE BY 5:00 P.M., ON TUESDAY, MAY 15, 2013

- Of the Two (2) sets, all have original signatures (**IN ANY INK COLOR OTHER THAN BLACK**) on the:

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement (*CEO/Designee signature*)

LASSEN COMMUNITY COLLEGE

GRANT NUMBER 13-112-130

APPLICATION

for

CTE Transitions Allocation

CARL D. PERKINS (10% RESERVE)

Funding Fiscal Year: 2013-2014

Program Year: 2013-2014

CONTACT PAGE

District/College: Lassen Community College

Address: 478-200 Highway 139, PO Box 3000

City: Susanville

State: California

Zip+4: 96130-3000

District Superintendent

Name: Dr. Marlon Hall

Title: Superintendent/President

Phone: (530) 251-8820

Date: 5/13/2013

Fax: (530) 251-8802

E-Mail Address: mhall@lassencollege.edu

Responsible Administrator

Name: Dr. Tammy Robinson

Title: Dean of Instructional Services

Phone: (530) 251 -8891

Date: 5/13/2013

Fax: (530) 251-8837

E-Mail Address: trobenson@lassencollege.edu

Project Director

Name: Barbara Baston

Title: Counselor

Phone: (530) 257- 6181 x 8947

Date: 5/13/2013

Fax: (530) 251- 8895

E-Mail Address: bbaston@lassencollege.edu

Business Officer

Name: Dave Clausen

Title: Dean of Administrative Services

Phone: (530) 251-8826

Date: 5/13/2013

Fax: (530) 251-8802

E-Mail Address: dclausen@lassencollege.edu

Proposal Preparer

Name: Garrett Taylor

Title: Business Instructor

Phone: (530) 251-6181 x 8909

Date: 5/13/2013

Fax: (530) 251-1133

E-Mail Address: gtaylor@lassencollege.edu

NARRATIVE

SECTION I: Purpose for Applying for CTE Transitions Funding

The Lassen Community College District is applying for 2013-14 CTE Transitions Allocation funding to support a geographically challenged service area, a large economically disadvantaged student population, and the mission of the District as a whole. The District believes it can enhance the understanding, access and success of students and CTE programs with Transitions funding strategically leveraged in activities under the three primary objectives.

SECTION II: Participants in Development of Application

The 2013-14 Transitions CTE Request for Funding was developed through the efforts of regional administration, support staff and CTE faculty. Electronic requests for area funding under the objectives were solicited and a Consortia Meeting held Friday, May 10th to aggregate the activities and expenditures for inclusion. Participants included the following persons;

Sue Mouck, LCC Vice President of Instruction; Dave Clausen, LCC Vice President of Administration; Patrick Walton, Dean of Student Services; Tom O'Malley, MHS Principal, Elaine Theobald, TECC Center; Garrett Taylor, LCC Business & PBL Advisor; Ken Theobald, LCC Business; Lori Collier, LCC Graphic Arts Design; Michael Giampaoli, LCC Art; Chad Lewis, LCC Automotive; Kory Konkol, LCC Welding; Dave Trussel, LCC Fire Science; Mike Somerville, LHS Welding; Trish Valeschini, LHS Computer Applications; Todd Hughes, MHS Welding; Kim Dieter, LHS Agriculture; Dawn Egan, LHS Business & FBLA Advisor; Pam Dusenbery, HHS Graphic Arts; Micah Freeman, LHS Counselor; Alison Somerville, LCC Counselor and Barbara Baston, LCC Counselor.

SECTION III: Objectives Chosen for Funding

All three 2013-14 CTE Transitions Allocation Objectives were chosen for funding for the following purposes:

Objective #1: Secondary and Postsecondary Transition: Outreach is critical to Lassen College meeting the needs of its large service area. Lassen College resides in a large county with geographically dispersed secondary education institutions. CTE program information dissemination, program access, and CTE career awareness is hampered given our Colleges geographic boundaries. The remote location of the campus also dictates long travel distances and opportunity costs associated with leadership

development and CTE programming between partner secondary institutions.

Objective #2: CCC CTE Student Success: Limited CTE support services dictate that Lassen College improve its internal support service awareness in counseling, testing, and tutoring to increase CTE student success.

Objective #3: Student Transition to World of Work: Lassen College has had strategic discussions and is committed to increasing the placement and alignment of work study and work experience students into their educational disciplines to develop work-based learning environments.

SECTION IV: Summary of Planned Activities

Objective #1: Secondary and Postsecondary Transition; A large majority of the funding is allocated to activities in the first objective. Leadership development in CTE programs is critical to Lassen College. Last year, the CTE Transitions Allocation was directed for the first time in many years by a Lassen College faculty member, Garrett Taylor. Recommendations to write, direct, and implement, future allocations were given with the express recommendation that Lassen College integrate administrative oversight and counseling staff activities into any future allocations. This year's RFA does so with leadership development funding for the Educating for Careers Conference for our new LCC Counselor and Project Director, Barbara Baston and the writing of the RFA by business faculty member, Garrett Taylor.

In objective #1, Lassen College also seeks to overcome distance barriers with funding for activities related to student travel, faculty travel, and faculty visitation stipends. Lassen College Career Technical Education Day is an event bringing secondary education students to the LCC campus. The students will mimic a post-secondary students day by rotating through CTE program 'classes' to learn about the program and some skills related to industry work. In addition, Faculty are also encouraged in the RFA to travel to secondary education sites to deliver demonstrations, lectures, and presentations related to their area of CTE programming to increase CTE program and career awareness. In particular, faculty involved will provide work-based demonstrations and highlight any 2+2 agreements and the mechanisms to obtaining college credit at Lassen College. Funding for CTE Program advisory committee meals is also included to attract and retain industry sector professionals who can articulate skill sets needed in curriculum approved by Lassen College faculty. These curriculum focused meetings will improve pathway articulation and transitioning into the world of work.

Objective #2: CCC CTE Student Success: The limited funding available to specifically address CTE student

needs for information regarding counseling, tutoring, and testing services available to them can be made readily available through the development of CTE program websites. The improvement of student success rates in CTE programs is also supported by providing a clear understanding of the program requirements, costs, pathways, and career alternatives. Student retention rates are often lowered by students dropping out due to a lack of understanding in the program requirements prior to program entry.

Objective #3: Student Transition to World of Work: Over the 2012-13 academic year, the District has had strategic discussions regarding students transitioning into the world of work with the skills needed by employers. The Districts work study students are often assigned positions into facilities and maintenance, food service, or other areas with no connection to their area of study. Under this RFA, four programs have been selected to develop 'internship positions' that integrate work force skills into actual work needed by CTE program departments. The activity includes job announcement and position description development by the faculty of each program. These positions will integrate into the institutional planning process of work study allocations in the 2014-15 academic year.

In summary, there are personnel and procedures in place owing to our strong local partnerships to address the CTE Transition Allocation objectives. LCC continues to strengthen the secondary / post-secondary pathways in place and connect the community through various educational opportunities. LCC and regional educators realize the importance of strong collaboration over career technical education. RFA participants remain the largest constituency promoting Lassen Colleges CTE programs. Greater success, retention, and increased transitioning will take place with our plans for greater outreach, support services, career exploration, focused advisory meetings, and participant education.

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER #1: Secondary to Post Secondary Transition			
Activities	Timelines	Responsible Person(s)	Outcomes
1.1 Project Director [Barbara Baston] to attend Educating for Careers Conference	March 2014	Barbara Baston	Project Director and industry sector teams are provided relevant information and data to improve CTE program delivery.
1.2 Host "LCC Career Technical Education Day"	Planning [Aug - Oct 2013] Event [October 2013]	Barbara Baston [lead]	Approximately 150 regional high school students are provided career exploration activities and CTE program exposure.
1.3 Lassen College instructor site visitations [2+2 program education, presentations, demonstrations] to regional high school classrooms [Lassen High School, Herlong High School, Modoc High School, Westwood High School, Big Valley High School]	Starting Sept 2013 Ending May 2014	Garrett Taylor Ken Theobald Chad Lewis Lori Collier Kory Konkol Brian Wolf Dave Trussel John Martin Andy Faircloth	High school students are educated on 2+2 articulation into Lassen College and develop understanding of industry sector workforce skills.

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER #1: Secondary to Post Secondary Transition [continued]			
Activities	Timelines	Responsible Person(s)	Outcomes
1.5 Hold Regional Consortium Meeting	September 2013	Barbara Baston	Review of approved 2013-14 CTE Transitions allocation, set planning agenda for year, coordinate LCC CTE Day, provide education on mechanisms for reimbursement.
1.6 Hold Regional Articulation Meeting	April 2014	Barbara Baston	Information delivered on changes to CTE program curriculum, renewed articulation agreements.
1.7 Hold CTE Advisory Committee Meetings with focus on skills mapping and student learning outcome development.	1st meetings Oct - Nov 2013 2nd meetings May -Jun 2014	Garrett Taylor Kory Konkol Chad Lewis Lori Collier	Greater pathway alignment and transitioning with workforce skill sets with industry sector involvement.
1.8 Fund leadership travel of Career Technical Student Organization PBL / FBLA to regional competitions with students	February 2014	Dawn Egan	Development and testing of industry skill sets of transitioning high school students through education and competition.

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER #3: CCC CTE Success			
Activities	Timelines	Responsible Person(s)	Outcomes
2.1 Develop CTE program web pages highlighting availability and location of counseling services, tutoring services, and testing services. In addition, sites will host information on process of receiving 2+2 college credit through 'credit by exam' mechanisms.	May 2014	Garrett Taylor Ken Theobald Lori Collier Kory Konkol Chad Lewis	CTE program web pages containing information on support services and articulated 2+2 agreement process for receiving credit.

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER #3: Student Transition to World of Work			
Activities	Timelines	Responsible Person(s)	Outcomes
<p>3.1 Develop CTE program <i>Student Internships</i>. Job announcements, applications, and job descriptions for CTE pathway programs [Business, Auto, Welding, Graphic Design] will be developed that integrate industry workforce skills into duties and responsibilities of a student worker.</p>	<p>Business - October 2013 Graphic Design - December 2013 Welding - March 2014 Auto - June 2014</p>	<p>Garrett Taylor Lori Collier Kory Konkol Chad Lewis</p>	<p>Job descriptions that imbed industry workforce skills into work study and/or work experience funded positions to support work-based learning.</p>

APPLICATION BUDGET SUMMARY

Grant Number: 13-112-130

District: Lassen Community College District

College: Lassen College

Note: When entering dollar amounts, **round off to the nearest dollar.**
Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Source of Funds	Line	CTE Transitions Funding
1000 Instructional Salaries	1	\$23,040
2000 Noninstructional Salaries	2	\$1,250
3000 Employee Benefits	3	\$3,644
4000 Supplies and Materials	4	\$1,000
5000 Other Operating Exp. & Svcs.	5	\$13,330
6000 Capital Outlay	6	-
7000 Other Outgo	7	-
Total Direct Costs¹	8	\$42,264
Total Indirect Costs²	9	\$1,761
Total Costs	10	\$44,025

¹ Administration is limited to 5% of the total direct costs.

² Not to exceed 4% of the total direct costs.

Chancellor's Office
California Community Colleges

Grant Number: 13-112-130

District: Lassen Community College District

College: Lassen College

*APPLICATION BUDGET
DETAIL SHEET*

Object of Expenditure	Classification	Project Funds Requested
1100	Instructional Salaries; Articulation stipends for 20 faculty and counselors [20 x \$150 = \$3,000] LCC Faculty stipends for 24 regional high school visits [\$2,600] LCC Faculty stipends for CTE program support services website development [\$5,600] LCC Faculty stipends to develop activities for LCC CTE Day [\$1,050] Offsite Faculty stipends to coordinate local school travel and administration needs to LCC CTE Day[\$875]	\$10,325
1210	Supervisor Salaries; Supervisor - Dr. Tammy Robinson - Dean of Instructional Services	\$1,915
1420	Non Instructional Salaries, Other; Project Director -Barbara Baston -Counselor	\$8,000
2400	Classified and other Non-Academic Salaries; IT Support Staff - web page development	\$1,250

3000	Benefits; Rollup costs on Object of Expenditures 1100, 1210,1420 and 2400: \$24,290 x .15]	\$3,644
4000	Supplies and Materials; Lassen College CTE Day supplies [\$600] Consortium / Articulation meeting supplies [\$400]	\$1,000
5000	Other Operating Expenses and services; Travel for Project Director [\$600] Travel for LCC faculty to regional high schools for 2+2 education, demonstrations and outreach [\$1,885] Educating for Careers Conference [440 x. 55/mile = \$242.00, hotel x 3 nights = \$500.00, and incidentals / per diem = \$358.00, Total Conference = \$1,100] FBLA PBL Career Technical Student Organization charter competition registration and leadership travel [\$2,000] CTE Program Advisory Committee meeting meals [student learning outcome development, skills mapping, and articulation revisions 8 x \$350 = \$2,800] Articulation and Consortium working meals [2 x \$350 = \$750] Articulation and Consortium meeting travel [2 x \$579 = \$1,158] Regional high school busing costs to attend LCC CTE Day [\$1,987] Substitute instructor costs for high schools attending LCC CTE Day [\$1,050]	\$13,330
Total Direct Costs		\$42,264
Total Indirect Costs (Not to Exceed 4% of Direct Costs)		1,761
Total Costs		\$44,025

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Chancellor's Office determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

A. The applicant certifies that it and its principles:

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

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

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

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

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

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

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

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

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

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

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

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

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

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

DISTRICT NAME: LASSEN COMMUNITY COLLEGE DISTRICT	
LCC PRESIDENT / SUPERINTENDENT: DR. MARLON HALL	
SIGNATURE	DATE