

# Grants for School-Based Student Drug-Testing Programs

Information and Application Procedures for FY 2005  
Application Due Date: August 16, 2005  
CFDA #84.184D

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*Frequently Asked Questions  
[Page 31]*

**U.S. Department of Education**  
Office of Safe and Drug-Free Schools  
<http://www.ed.gov/programs/drugtesting/index.html>

OMB No. 1865-0014 Expiration Date: 06/30/2008

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July 2005

Dear Applicant:

Thank you for your interest in applying to the Grants for School-Based Student Drug Testing Programs. This program is authorized by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

The purpose of these grants is to provide Federal funds to local educational agencies and other public and private entities for drug testing programs for student athletes, students engaged in competitive extracurricular activities, and students, who along with their parent or guardian, volunteer to be drug tested.

President Bush has called drug use one of the worst decisions our children can make and he notes that drug testing in our schools has proved to be an effective part of an aggressive, community-based strategy to reduce demand for illegal drugs.

We look forward to receiving your application for support under the Grants for School-Based Student Drug-Testing Programs.

Sincerely,

Deborah A. Price  
Assistant Deputy Secretary

## I. Overview and Background Information

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We will award grants under this competition to local educational agencies (LEAs) and public and private entities for grants to support school-based student drug-testing programs.

### **Authority**

The authority for this program is found in 20 U.S.C. 7131.

### **Note to Applicants**

This is a complete application package for the Grants for School-Based Student Drug-Testing Programs. Together with the statute authorizing the program, the Notice of Final Eligibility and Application Requirements, Priorities, and Selection Criteria, and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document announcing this competition is the Notice Inviting Applications for New Awards published in the Federal Register on July 7, 2005. This notice also is available electronically at: [www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister) and [www.access.gpo.gov/nara/index.html](http://www.access.gpo.gov/nara/index.html)

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition, CFDA 84.184D.

### **Applicable Regulations**

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)
- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department Regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities) (these regulations apply to all applicants except Federally recognized Indian tribes)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR 84 [(Government-wide Requirement for Drug-Free Workplace) (Financial Assistance)]
- 34 CFR Part 85 [Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace Grants]
- 34 CFR Part 86 (Drug and Alcohol Abuse Prevention) (applies only to institutions of higher education)
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)
- 34 CFR Part 299 (General Provisions)

## **Eligibility**

Eligible applicants are local educational agencies (LEAs) and public and private entities.

## **Project Period**

Projects will be funded for up to 36 months, contingent upon demonstration of substantial progress each year toward meeting project goals and objectives and the availability of appropriations. **Note:** Applicants requesting 3-year projects must submit ED Form 524 and a detailed budget narrative for each of the 3 years in order to be eligible for funding each year. Failure to submit a budget request in one or more of the three years will result in no funding being awarded for those years.

## **Estimated Range of Awards**

An estimated 32 new awards will be made. Projects will be funded for approximately \$200,000 per year depending on the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

## **Application Due Date**

All applications must be postmarked on or before August 16, 2005, in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Washington, DC time on August 16, 2005. Applications may also be submitted electronically through the Department's e-Applications system. Applications may not be e-mailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the section under e-Applications.

## **E-Mail Address**

Please be sure to provide your e-mail address on ED Form 424 clearly (if printing) and accurately. During our review of the budget portion of your application, we may need to contact you with clarifying questions. These contacts will occur during the summer months and will usually happen via e-mail. Please be sure that the e-mail address you provide is accessible by an authorized representative of your organization until the projected date for new awards. If we are unable to reach you, we may make significant cuts to your proposed budget or your application may be dropped from further consideration for funding.

We will also make peer review comments available to you on-line at the conclusion of the review.

## **Technical Assistance in Preparing Applications**

Information about applying for grants from the Office of Safe and Drug-Free Schools is available on-line at <http://www.ed.gov/admins/grants/apply/techassist/index.html>.

## **D-U-N-S Number Instructions**

All applicants must provide a valid D-U-N-S Number on the ED 424 Form. If you do not have a number, you may obtain one without charge by calling 1-800-333-0505 or by completing a D-U-N-S number Request Form. The form can be obtained via the Internet at the following address: at: [http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Please note: You must have a D-U-N-S number in order to receive a grant award.**

## **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, 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 the information collection is OMB No.1865-0014. The time required to complete the information collection is estimated to average 28 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6450.

## II. GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

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The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

**GOAL 1:** Create a culture of achievement.

**GOAL 2:** Improve student achievement.

**GOAL 3:** Develop Safe Schools and Strong Character.

**GOAL 4:** Transform Education into an Evidence-Based Field.

**GOAL 5:** Enhance the quality and access to Postsecondary and Adult Education.

**GOAL 6:** Establish Management Excellence.

The Secretary has established the following key performance measure for assessing the effectiveness of the Grants for School-Based Student Drug-Testing Programs: the reduction of the incidence of drug use in the past month and past year. The Secretary has set an overall performance target that calls for the incidence of drug use by students in the target population to decline by five percent annually.

This performance measure constitutes the Department's indicator of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to this outcome in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports about progress toward this goal.

### III. TIPS FOR APPLICANTS

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#### A. Before you Begin

- Read this application package carefully and make sure you follow all of the instructions
- Use the tools we have provided to help you including
  - Frequently Asked Questions in this application package
  - How to apply for a grant on our web site at:  
[www.ed.gov/about/offices/list/osdfs/index.html?src=mr](http://www.ed.gov/about/offices/list/osdfs/index.html?src=mr)
- To view technical assistance resources designed to provide basic grant application information, helpful tips, and suggestions in a clear, user-friendly manner, visit the OSDFS Web page at:
- Consult the Department's Web site for information on meeting your responsibilities for the protection of human subjects in research:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>.

#### B. Preparing your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.
- Grants for School-Based Student Drug-Testing Programs are generally subject to the requirements for the protection of human subjects in research. Applicants should begin early to make inquiries about securing appropriate Federal Wide Assurances and approval from an Institutional Review Board (IRB). Costs of the IRB review may be charged to the grant. Please see Section IV of this application package for further details.
- Student drug-testing program publications about procedures and methods can be found on the Office of National Drug Control Policy's website:  
[http://www.whitehousedrugpolicy.gov/publications/drug\\_testing](http://www.whitehousedrugpolicy.gov/publications/drug_testing) - and -  
[http://www.whitehousedrugpolicy.gov/publications/student\\_drug\\_testing/index.html](http://www.whitehousedrugpolicy.gov/publications/student_drug_testing/index.html)

#### C. Submitting your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application web site. See Section VII, Application Transmittal Procedures, page 23.

#### D. What Happens Next?

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application

and giving you its assigned number. Please refer to this number if you need to contact the Application Control Center about your application.

- OSDFS staff screens each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of expert reviewers (peer review panel) who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria. Together with the competitive preference, the total number of points that may be awarded is 115.
- A grant award document will be sent to applicants whose proposals score within the funding range. Both successful and unsuccessful applicants will receive information via e-mail on how to get access to peer review comments. Please be sure your application contains clearly written and accurate e-mail addresses. Copies of peer review comments will not be sent by regular mail.

## IV. PROGRAM-SPECIFIC INFORMATION

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### **Equitable Participation**

Entities receiving a grant under the School-Based Student Drug-Testing program are required to provide for the equitable participation of private school children and their teachers or other educational personnel. In order to ensure that grant program activities address the needs of private school children, timely and meaningful consultation with appropriate private school officials must occur during the design and development of the program. This consultation must take place before any decision is made that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate. Administrative direction and control over grant funds must remain with the grantee. See Section 9501, Participation by Private School Children and Teachers, of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001.

### **Maintenance of Effort**

LEAs may receive a grant only if the State educational agency finds that the combined fiscal effort per student or the aggregate expenditures of the agency and the State with respect to the provision of free public education by the agency for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year.

### **Human Subjects Research – Institutional Review Board (IRB) Requirements and Federal Wide Assurances**

Student drug-testing program grants that involve nonexempt human subjects research will need to obtain a federal wide assurance to abide by the Department's regulations for protection of human subjects in research and be reviewed by an Institutional Review Board (IRB) before beginning non-exempt activities. An IRB is a special panel responsible for protecting the rights and welfare of human research subjects. Projects that are designed to test or demonstrate the effectiveness of drug testing are considered "research" by some agencies under a Federal policy governing human subjects. While not every student drug-testing program will require IRB review, applicants should consult early on with someone knowledgeable in the field of human subjects research to determine whether or not the project requires IRB review. All projects submitted for participation in the national evaluation (those earning competitive preference points) will need to secure federal wide assurances. Grantees whose sites are selected for the national evaluation are not required to have IRB approval for their activities in support of the national evaluation.

A registry of Institutional Review Boards is available online at the Department of Health and Human Services' Office for Human Research Protection website, <http://ohrp.cit.nih.gov/search/asearch.asp#ASUR>. Applicants whose programs require review by an IRB should budget appropriate costs into their application. If an applicant fails to budget ahead of time for IRB review and then discovers later that IRB approval is needed, no additional grant funds will be awarded for the review. For additional information about human research subjects and the need for IRB approval, please reference the Department of Education's website for Grants Policy and Oversight Staff at: <http://www.ed.gov/about/offices/list/ocfo/humansub.html>. Please also see the instruction for ED 424 in this application package. If you have any questions about your responsibilities under these requirements, you may contact ED's Protection of Human Subject Coordinator at (202) 245-6153.

### **Number of Application Copies**

All applicants are required to submit one signed original and two copies of their applications (unbound). To expedite our review of your application, you are requested to submit one additional copy for a total of four, but are not required to do so and will not be penalized.

**Annual Report**

All grantees are required to submit an annual report of progress toward meeting the GPRA measure established for this grant in addition to reporting on the effectiveness of the programs and activities funded under the grant.

**Participation of Faith-based Organizations**

Faith-based organizations are eligible to apply for grants under this competition provided they meet all statutory and regulatory requirements.

**Grantee Meetings**

All applicants must budget for one person to attend the annual project director's meeting (two days) in year one and in each year of the grant budget for two persons to attend the OSDFS National Conference (three days). These meetings will usually be held in Washington, DC. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, per diem and conference registration. Conference registration for the project director's meeting and National Conference is estimated to be \$250 per meeting, per person.

**Additional Awards**

Contingent upon the availability of funds, the Secretary may make additional awards in Fiscal Year 2006 from the rank-ordered list of non-funded applications from this competition.

**Definition**

"Drug" is defined to include controlled substances; the illegal use of alcohol, tobacco, and prescription drugs; and the harmful, abusive, or addictive use of substances, including inhalants, and anabolic steroids.

**Summary Information**

Applicants should include with their application a table that summarizes the following information about schools that will participate in grant-funded activities:

- Name of each school;
- Grades covered in each school;
- Total enrollment in each school;
- Number of students within each school that are in the testing pool; and
- Student population that will be tested—athletes, participants in competitive, extra-curricular activities, or volunteers.

## V. Background, Application Requirements, Priorities, and Selection Criteria

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### BACKGROUND

Although drug use among America's youth has declined in recent years, far too many young people continue to use these harmful substances. Results of the 2004 Monitoring the Future survey, for example, show that the proportions of 8<sup>th</sup>-, 10<sup>th</sup>-, and 12<sup>th</sup>-grade students indicating any use of an illicit drug in the 12 months prior to the survey were 15 percent, 31 percent and 39 percent, respectively.

The consequences of drug use by this vulnerable population are clear. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), Department of Health and Human Services, students using illegal drugs are more likely to have negative attitudes about school and to have engaged in the following delinquent behaviors during the past year: gotten into a serious fight at school or work, attacked someone with the intent to inflict serious injury, carried a handgun, sold illegal drugs, or had stolen or tried to steal something worth \$50 or more (2003 National Survey on Drug Use and Health). In addition, an analysis of data from the National Household Survey on Drug Abuse over a three year period from 1994-96 found that frequent marijuana users were more likely than less frequent users to report delinquent behaviors such as running away from home, stealing, and cutting classes or skipping school. Clearly, drug abuse both interferes with a student's ability to learn and disrupts the orderly environment necessary for academic achievement.

Steroid abuse is also a problem for young people. The 2004 Monitoring the Future Study shows that 1.9 percent of eighth graders, 2.4 percent of tenth graders, and 3.4 percent of twelfth graders reported using steroids at least once in their lifetime. The Youth Risk Behavior Surveillance System (YRBSS) sponsored by the Centers for Disease Control and Prevention (CDC) reported that 6.1 percent of all high school students surveyed by CDC in 2003 reported lifetime use of steroid pills/shots without a doctor's prescription. This figure includes 7.1 percent of ninth graders, 6.1 percent of tenth graders, 5.6 percent of eleventh graders, and 4.9 percent of twelfth graders. According to research carried out by the National Institute on Drug Abuse, the consequences for teens of both sexes who use steroids can include severe acne, hormone imbalances, stunted growth, heart attacks, liver cancer (National Institute on Drug Abuse. NIDA Research Report—Steroid Abuse and Addiction. Printed in 1991. Reprinted 1994, 1996. Revised April, 2000), and extreme mood changes (National Institute on Drug Abuse. Mind Over Matter: The Brain's Response to Steroids. Printed in 1997. Reprinted 1998, 2000).

President Bush, in his January 20, 2004, State of the Union Address, noted: "One of the worst decisions our children can make is to gamble their lives and futures on drugs." He proposed to "continue our aggressive, community-based strategy to reduce demand for illegal drugs" and stated: "Drug testing in our schools has proven to be an effective part of this effort." Further, the Office of National Drug Control Policy (ONDCP), in its 2004 National Drug Control Strategy Update, states that student drug-testing programs "advance the Strategy's goal of intervening early in the young person's drug career, using research-based prevention approaches to guide users into counseling or drug treatment, and deterring others from starting in the first place." ONDCP describes student drug testing as a "remarkable grassroots tool that the Federal Government is moving aggressively to support with research funding as well as support for program design and implementation."

## **PRIORITIES**

### **Absolute Priority: Mandatory Random and Voluntary Student Drug-Testing Programs**

For FY 2005 and any subsequent year in which we make awards based on the list of nonfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Mandatory Random and Voluntary Student Drug-Testing Programs. Under this priority, we will provide Federal financial assistance to eligible applicants to develop and implement, or expand, school-based mandatory random or voluntary drug-testing programs for students in one or more grades 6 through 12. Any drug-testing program conducted with funds awarded under this priority must be limited to one or more of the following:

- (1) students who participate in the school's athletic program;
- (2) students who are engaged in competitive, extracurricular, school-sponsored activities; and
- (3) a voluntary drug-testing program for students who, along with their parent or guardian, have provided written consent to participate in a random drug-testing program. Applicants that propose voluntary drug testing for students who, along with their parent or guardian, provide written consent, must not prohibit students who do not consent from participating in school or extracurricular activities.

Note: Applicants are encouraged to ensure, to the extent feasible, that all students who participate in the drug-testing program remain in the random drug-testing pool for the entire academic year.

### **Competitive Preference Priority: National Evaluation of Mandatory Random Student Drug-Testing Programs**

Within this absolute priority, we give competitive preference to applications that address the following priority.

For FY 2005 and any subsequent year in which we make awards based on the list of nonfunded applications from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(C)(2)(i) we will award 10 additional points to applicants that propose mandatory random drug testing in two or three schools and 15 additional points to applicants that propose mandatory random drug testing in four or more schools. Although students in grades from 6 through 8 may be drug tested under this priority, competitive preference points will only be credited for applicants that propose, at a minimum, drug testing of students in three or more grades from 9 through 12.

This priority is:

National Evaluation of Mandatory Random Student Drug-Testing Programs. Under this priority, we will provide Federal financial assistance to eligible applicants to develop and implement school-based mandatory random drug-testing programs for students in one or more grades from 6 through 12. Any drug-testing program conducted with funds awarded under this priority must be limited to one or more of the following:

- (1) all students who participate in the school's athletic program; and
- (2) all students who are engaged in competitive, extracurricular, school-sponsored activities.

Applicants for this priority must propose drug testing in two or more schools within the same LEA that do not have an existing drug-testing program in operation. Drug testing must include, at a minimum, students in three or more grades from 9 through 12. In addition, applicants for this priority must:

- (1) not have a voluntary testing component proposed as part of their program;
- (2) provide an assurance that the schools randomly assigned to not begin mandatory random drug testing will not implement any drug-testing program for the duration of the national evaluation;
- (3) agree to cooperate with all data collection activities that the national evaluator will conduct in all the schools;
- (4) develop and implement mandatory random drug-testing policies and procedures to be carried out consistently in all schools selected to implement drug testing;
- (5) institute a policy of mandatory random drug-testing for the entire academic year in the schools selected to implement drug testing;
- (6) ensure that, to the extent feasible, all eligible students who participate in the drug-testing program remain in the random drug-testing pool for the entire academic year; and
- (7) agree to participate in the national evaluation and provide an assurance that the applicant will cooperate with the national evaluator in obtaining parental consent for student participation in surveys that the national evaluator will administer in all the selected schools (control and experimental).

At the time of the grant award, the Department of Education's evaluator will randomly assign the schools either to receive the intervention (mandatory random drug testing) or not receive the intervention (no mandatory random drug testing). The evaluator will collect outcome data in both sets of schools.

## **APPLICATION REQUIREMENTS**

The following requirements apply to all applications submitted under this program:

- Applicants may not submit more than one application for an award under this program.
- Applicants may not have been the recipient or beneficiary of a grant in 2003 under the Department of Education Demonstration Grants for Student Drug-Testing competition.
- Non-LEA applicants must submit a letter of agreement to participate from an LEA. The letter must be signed by the applicant and an authorized representative of the LEA. Letters of support are not acceptable as evidence of the required agreement.
- Funds may not be used for the following purposes:
  - student drug tests administered under suspicion of drug use;
  - incentives for students to participate in programs;
  - drug treatment; or
  - drug prevention curricula or other prevention programs.
- Applicants must:
  - (a) identify a target population and demonstrate a significant need for drug testing within the target population;
  - (b) explain how the proposed drug-testing program will be part of an existing, comprehensive drug prevention program in the schools to be served;
  - (c) provide a comprehensive plan for referring students who are identified as drug

users through the testing program to a student assistance program, counseling, or drug treatment if necessary;

(d) provide a plan to ensure the confidentiality of drug-testing results, including a provision that prohibits the party conducting drug tests from disclosing to school officials any information about a student's use of legal medications;

(e) limit the cost of site-based evaluations to no more than 10 percent of total funds requested;

(f) provide written assurances of the following:

(i) that results of student drug tests will not be disclosed to law enforcement officials;

(ii) that results of student drug tests will be destroyed when the student graduates or otherwise leaves the LEA or private school involved;

(iii) that all positive drug tests will be reviewed by a certified medical review officer;

(iv) that legal counsel has reviewed the proposed program and advised that the program activities do not appear to violate established constitutional principles or State and Federal requirements related to implementing a student drug-testing program; and

(v) that all proposed activities will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

## **SELECTION CRITERIA**

The following selection criteria will be used to evaluate applications. Applicants are advised to develop their narrative description in accordance with these criteria. The total number of points awarded for these selection criteria is 100. Together with the competitive preference priority, the maximum number of points that may be awarded is 115. (**NOTE:** The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion.)

### **(1) Need for Project (15 points)**

In determining the need for the proposed project, we consider the following factors:

- (a) the documented magnitude of student drug use in schools to be served by the drug-testing program, including the nature, type, and frequency, if known, of drugs being used by students in the target population. (10 points)
- (b) other evidence of student drug use, such as reports from parents, students, school staff, or law enforcement officials. (5 points)

### **(2) Significance (20 points)**

In determining the significance of the proposed project, we consider the following factors:

- (a) the extent to which the proposed project includes a thorough, high-quality review of Federal and State laws and relevant Supreme Court decisions related to the proposed student drug-testing program. (5 points)
- (b) the extent to which the applicant demonstrates school and community support for the student drug-testing program and has included a diversity of perspectives such as those of parents, counselors, teachers, and school board members, in the development of the drug-testing program. (5 points)
- (c) the importance or magnitude of the results or outcomes likely to be attained by the student drug-testing program. (10 points)

### **(3) Quality of Project Design (30 points)**

In determining the quality of the project design, we consider the following factors:

- (a) the extent to which the project will be based on up-to-date knowledge from research and effective practice, including the methodology for the random selection of students to be tested and procedures outlining the collection, screening, confirmation, and review of positive student drug tests by a certified medical review officer. (10 points)
- (b) the extent to which the applicant identifies the drugs for which it plans to test and includes a rationale for the type of testing device it plans to use for each drug test. (10 points)

- (c) the quality of the applicant's plan to develop and implement a drug-testing program that includes—
  - (i) detailed procedures for responding to a positive drug test, including parental notification and referral to student assistance programs, drug education, counseling or formal drug treatment, if necessary and; (5 points)
  - (ii) clear consequences for a positive drug test. (5 points)

**(4) Management Plan (20 points)**

In determining the quality of the management plan, we consider the following factors:

- (a) the extent to which the applicant describes appropriate chain-of-custody procedures for test samples and demonstrates a commitment to use labs certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) to process student drug tests. (10 points)
- (b) the quality of the applicant's plan to ensure confidentiality of drug test results, including limiting the number of school officials who will have access to student drug-testing records. (10 points)

**(5) Quality of Project Evaluation (15 points)**

In determining the quality of the project evaluation, we consider the following factors:

- (a) the extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project. (10 points)
- (b) the quality of the applicant's plan to collect data on the Government Performance and Results Act (GPRA) performance measure established by the Department for this program and to report these data to the Department. (5 points)

Note: The Department of Education has established the following GPRA performance measure to assess the effectiveness of the School-Based Student Drug-Testing Program: the reduction of the incidence of drug use in the past month and past year. The Secretary has set an overall performance target that calls for the prevalence of drug use by students in the target population to decline by five percent annually.

## VI. APPLICATION CONTENTS

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### Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (1) a detailed narrative description of the proposed project and budget, and
- (2) all forms and assurances that must be submitted in order to receive a grant.

A panel of non-Federal readers with experience in school-based prevention programs or other youth development specialty will review each eligible application submitted by the deadline.

The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Together with the competitive preference priority, the maximum number of points that may be awarded is 115. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

### Organizing the Application

An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. The Department strongly discourages applicants from using “form” applications or proposals that address general rather than specific local needs.

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier. Applications should be double-spaced and printed on one side of the paper.

#### **1. Application for Federal Assistance (ED Form 424)**

Use the Application for Federal Education Assistance (ED Form 424) to cover the original and each copy of the application. In item 4, clearly identify the CFDA Number and title of the competition under which funds are being requested. Please include the following CDFA number: 84.184D.

Under item 12 on the ED Form 424, indicate whether the evaluation of proposed activities include human subjects research, and if so, whether all of the proposed activities are exempt. See <http://www.ed.gov/policy/fund/guid/humansub/overview.html>. For additional guidance see instructions for ED 424 in the required forms section of this package or call ED’s Protection of Human Subjects Coordinator at (202) 245-6153.

#### **2. Table of Contents**

Include a Table of Contents with page references.

#### **3. Abstract**

Include a concise, one-page, abstract following the Table of Contents. Clearly mark this page with the applicant/organizational name as shown in Item 1 of ED 424. The abstract should not exceed one page double-spaced and should provide a concise and accurate description of the proposed project describing: (1) a summary of the project’s goals and objectives; (2) approaches to be used, and (3) the intended outcomes of the project. Also, clearly identify the

population to be served, including the number of students and the number and name of schools that will participate in the program.

#### **4. Program Narrative**

Narratives should be no more than 25 double-spaced pages in 12-point type. Narratives must contain evidence that the applicant meets the absolute priority and should be organized according to the selection criteria found on pages 16-17.

#### **5. Budget Form**

Use the Budget Information Form (ED Form 524, Sections A, B, and C, as appropriate) provided in the Appendix of this application package to prepare a budget for the funded project period. Do not substitute local budget categories or accounting codes for the categories on the 424. This information must be entered into the Department's Grants Administration and Payment System exactly as given on the 424. **Note:** A budget must be submitted for each year in which funds are requested. Failure to supply a budget for each year of the project will result in no funding for those years.

#### **6. Budget Narrative**

Include a detailed budget narrative that supports and explains the information provided in the Budget Information Form (ED Form 524). Explain the basis used to estimate costs for all budget categories, and how the cost items relate to the proposed project goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the program, reasonable for the scope and complexity of the program, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail for reviewers to easily understand how costs were determined and if the budget is commensurate with the scope of the project. Applicants must submit separate detailed budgets for each year as shown on the Budget Information Form. Failure to submit a detailed budget narrative for both Federal and matching (if applicable) funds may result in significant cuts to your request.

#### **7. Appendices and Forms**

Information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project. The following items **are not** part of the appendices and **may not be included**:

- budget or program narrative information that the applicant wishes to have reviewed as part of its response to one or more scoring criteria--all such information must be included in the narrative portion of the application; and
- video tapes, CD-ROMs, photographs or floppy disks--they will not be reviewed and we will not return them.

This section **must** include the following:

1. ED Form 524
  - Section A, Budget Summary, U.S. Department of Education Funds
  - Section B, Budget Summary, Non-Federal Funds (if appropriate)
  - Section C, Other Budget Information
2. Assurances/Certifications
  - Assurances, Non-Construction Programs (Standard Form, 424B)

- Disclosure of Lobbying Activities (Standard Form LLL)
- Certification Regarding Lobbying (ED Form 80-0013)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Ed Form 80-0014)

3. GEPA 427, Equitable Access to and Participation in Federally assisted programs
4. Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)
5. Letter of transmittal to State Single Point of Contact (if your State participates)
6. Proof of negotiated full or restricted indirect cost rate, as applicable (if you are claiming indirect costs)
7. Other program specific requirements
  - Partnership Agreement with an LEA if the applicant is other than an LEA.
  - Program Specific Assurances required under Section IV of this application.

This section **may** include the following:

1. Other information the applicant wishes to include in support of its capacity, experience, and readiness to undertake the proposed project, including:
  - Resumes
  - Letters of support
  - Relevant prior grant experience

The ED forms required to submit the application package are available electronically at the following web site: [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html)

**8. Assurances and Certifications:** Standard Form 424B, ED Form 80-0013, and ED Form 80-0014 must be signed with the original signatures of the person authorized to sign for the institution, and must be included in the application package. **Note:** If 1(b) of Form ED 80-0013 applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and mark NA on the face.

## **General Education Provisions Act (GEPA) Section 427**

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others, from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

**NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.**

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **Examples**

The following examples help illustrate how an applicant may comply with section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course might indicate how it tends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

## Paperwork Burden Statement for GEPA 427

According to the Paperwork Reduction Act of 1995, 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 the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW, Room 2E259, Washington, DC 20202-6123.

## VII. APPLICATION TRANSMITTAL PROCEDURES

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Applications for grants under this competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants system, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or by mail or hand delivery, please see below.

a. Electronic Submission of Applications.

If you choose to submit your application to us electronically, you must use e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this competition after 4:30 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
  - The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time, for maintenance. Any modifications to these hours are posted on the e-Grants Web site.
  - You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.
  - You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.
    - Any narrative sections of your application should be attached as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format.
    - Your electronic application must comply with any page limit requirements described in this section.
    - Prior to submitting your electronic application, you may wish to print a copy of it for your records.
    - After you electronically submit your application, you will receive an automatic acknowledgement that will include a PR/Award number (an identifying number unique to your application).
    - Within three working days after submitting your electronic application, fax a signed copy of the ED to the Application Control Center after following these steps:
      - (1) Print ED 424 from e-Application.
      - (2) The applicant's Authorizing Representative must sign this form.
      - (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the ED 424.
      - (4) Fax the signed ED 424 to the Application Control Center at (202) 245-6272.
    - We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System Unavailability: If you are prevented from electronically submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) Robyn Disselkoen or Sigrid Melus at U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-6450. Telephone: (202) 260-3954. E-mail: [OSDFSdrugtesting@ed.gov](mailto:OSDFSdrugtesting@ed.gov), or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgement of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this section.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.184D)  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education  
Application Control Center – Stop 4260  
Attention: (CFDA Number 84.184D)  
7100 Old Landover Road  
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark,
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
- (3) A dated shipping label, invoice, or receipt from a commercial carrier, or
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.184D)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

(1) You must indicate on the envelope and — if not provided by the Department — in Item 4 of the ED 424 the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

## VIII. INTERGOVERNMENTAL REVIEW

### STATE SINGLE POINT OF CONTACT

#### Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.184D , U.S. Department of Education, Room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

<p><b>ARKANSAS</b> Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7<sup>th</sup> Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 <a href="mailto:tracy.copeland@dfa.state.ar.us">tracy.copeland@dfa.state.ar.us</a></p>	<p><b>CALIFORNIA</b> Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 <a href="mailto:State.clearinghouse@opr.ca.gov">State.clearinghouse@opr.ca.gov</a></p>
<p><b>DELAWARE</b> Sandra R. Stump Executive Department Office of the Budget 540 S. Dupont Highway , 3<sup>rd</sup> Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 <a href="mailto:sandy.stump@state.de.us">sandy.stump@state.de.us</a></p>	<p><b>DISTRICT OF COLUMBIA</b> Marlene Jefferson DC Government Office of Partnerships and Grants Development 414 4<sup>th</sup> Street, NW Washington, DC 20001 Telephone: (202) 727-6518 FAX: (202) 727-1652 <a href="mailto:marlene.Jefferson@dc.gov">marlene.Jefferson@dc.gov</a></p>

<p><b>FLORIDA</b>  Lauren P. Milligan  Florida State Clearinghouse  Florida Dept. of Environmental  Protection  3900 Commonwealth Boulevard  Mall Station 47  Tallahassee, Florida 32399-3000  Telephone: (850) 245-2161  FAX: (850) 245-2190  <a href="mailto:Lauren.Milligan@dep.state.fl.us">Lauren.Milligan@dep.state.fl.us</a></p>	<p><b>GEORGIA</b>  Barbara Jackson  Georgia State Clearinghouse  270 Washington Street, SW, 8<sup>th</sup> Floor  Atlanta, Georgia 30334  Telephone: (404) 656-3855  FAX: (404) 656-7901  <a href="mailto:gach@mail.opb.state.ga.us">gach@mail.opb.state.ga.us</a></p>
<p><b>ILLINOIS</b>  Roukaya McCaffrey  Department of Commerce and  Economic Opportunities  620 East Adams, 6<sup>th</sup> Floor  Springfield, Illinois, 62701  Telephone: (217) 524-0188  FAX: (217) 558-0473  <a href="mailto:roukaya_mccaffrey@illinoisbiz.biz">roukaya_mccaffrey@illinoisbiz.biz</a></p>	<p><b>IOWA</b>  Kathy Mable  Iowa Department of Management  State Capitol Building Room G12  1007 E Grand Avenue  Des Moines, Iowa 50319  Telephone: (515) 281-8834  FAX: (515) 242-5897  <a href="mailto:Kathy.Mable@iowa.gov">Kathy.Mable@iowa.gov</a></p>
<p><b>KENTUCKY</b>  Ron Cook  The Governor's Office for Local  Development  1024 Capital Center Drive, Suite 340  Frankfort, Kentucky 40601  Telephone: (502) 573-2382 / (800) 346-5606  FAX: (502) 573-2512  <a href="mailto:Ron.Cook@Ky.Gov">Ron.Cook@Ky.Gov</a></p>	<p><b>MAINE</b>  Joyce Benson  State Planning Office  184 State Street  38 State House Station  Augusta, Maine 04333  Telephone: (207) 287-3261  (direct): (207) 287-1461  FAX: (207) 287-6489  <a href="mailto:joyce.benson@state.me.us">joyce.benson@state.me.us</a></p>
<p><b>MARYLAND</b>  Linda C. Janey, J.D.  Director, Capital Planning and  Development Review  Maryland Department of Planning  301 West Preston Street, Room 1104  Baltimore, Maryland 21201-2305  Telephone: (410) 767-4490  FAX: (410) 767-4480  <a href="mailto:linda@mail.op.state.md.us">linda@mail.op.state.md.us</a></p>	<p><b>MICHIGAN</b>  Richard Pfaff  Southeast Michigan Council of Governments  535 Griswold, Suite 300  Detroit, Michigan 48226  Telephone: (313) 961-4266  FAX: (313) 961-4869  <a href="mailto:pfaff@semcog.org">pfaff@semcog.org</a></p>
<p><b>MISSISSIPPI</b>  Mildred Tharpe  Clearinghouse Officer  Department of Finance and  Administration  1301 Woolfolk Building, Suite E  501 North West Street  Jackson, Mississippi 39201  Telephone: (601) 359-6762  Fax: (601) 359-6758</p>	<p><b>MISSOURI</b>  Federal Assistance Clearinghouse  Office of Administration  P.O. Box 809  Truman Building, Room 840  Jefferson City, Missouri 65102  Telephone: (573) 751-4834  FAX: (573) 522-4395  <a href="mailto:igr@mail.oa.state.mo.us">igr@mail.oa.state.mo.us</a></p>

<p><b>NEVADA</b>  Michael Stafford  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  <a href="mailto:mstafford@budget.state.nv.us">mstafford@budget.state.nv.us</a></p>	<p><b>NEW HAMPSHIRE</b>  MaryAnn Manoogian  Director, New Hampshire Office of  Energy and Planning  Attn: Intergovernmental Review Process  Benjamin Frost  57 Regional Drive  Concord, New Hampshire 03301-8519  Telephone: (603) 271-2155  FAX: (603) 271-2615  <a href="mailto:irp@nh.gov">irp@nh.gov</a></p>
<p><b>NEW YORK</b>  Linda Shkrell  Office of Public Security  Homeland Security Grants Coordination  633 3<sup>rd</sup> Avenue  New York, NY 10017  Telephone: (212) 867-1289  FAX: (212) 867-1725</p>	<p><b>NORTH DAKOTA</b>  Jim Boyd  ND Department of Commerce  1600 East Century Avenue, Suite 2  P.O. Box 2057  Bismarck, North Dakota 58502-2057  Telephone: (701) 328-2676  FAX: (701) 328-2308  <a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a></p>
<p><b>RHODE ISLAND</b>  Joyce Karger  Department of Administration  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-6181  FAX: (401) 222-2083  <a href="mailto:jkarger@doa.state.ri.us">jkarger@doa.state.ri.us</a></p>	<p><b>SOUTH CAROLINA</b>  SC Clearinghouse  Budget and Control Board  Office of State Budget  1201 Main Street, Suite 950  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  <a href="mailto:clearinghouse@budget.state.sc.us">clearinghouse@budget.state.sc.us</a></p>
<p><b>TEXAS</b>  Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  <a href="mailto:dfrancis@governor.state.tx.us">dfrancis@governor.state.tx.us</a></p>	<p><b>UTAH</b>  Sophia DiCaro  Utah State Clearinghouse  Governor's Office of Planning and Budget Utah  Capitol Complex  Suite E210, P.O. Box 142210  Salt Lake City, Utah 84114-2210  Telephone: (801) 538-1027  FAX: (801) 538-1547  <a href="mailto:ddicaro@utah.gov">ddicaro@utah.gov</a></p>

<p><b>WEST VIRGINIA</b>  Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  <a href="mailto:fcutlip@wvdo.org">fcutlip@wvdo.org</a></p>	<p><b>WISCONSIN</b>  Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street, 6<sup>th</sup> Floor  P.O. Box 7868  Madison, Wisconsin 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  <a href="mailto:jeffrey.smith@doa.state.wi.us">jeffrey.smith@doa.state.wi.us</a></p>
<p><b>AMERICAN SAMOA</b>  Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs/Office of the Governor  Department of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  <a href="mailto:pmgaleai@samoatelco.com">pmgaleai@samoatelco.com</a></p>	<p><b>GUAM</b>  Director  Bureau of Budget and Mgmt. Research  Office of the Governor  P.O. Box 2950  Agana, Guam 96910  Telephone: 011-671-472-2285  FAX: 011-671-472-2825  <a href="mailto:jer@ns.gov.gu">jer@ns.gov.gu</a></p>
<p><b>NORTH MARIANA ISLANDS</b>  Ms. Jacoba T. Seman  Federal Programs Coordinator  Office of Management and Budget  Office of the Governor  Saipan, MP 96950  Telephone: (670) 664-2289  FAX: (670) 664-2272  <a href="mailto:omb.jseman@saipan.com">omb.jseman@saipan.com</a></p>	<p><b>PUERTO RICO</b>  Jose Caballero / Mayra Silva  Puerto Rico Planning Board  Federal Proposals Review Office  Minillas Government Center  P.O. Box 41119  San Juan, Puerto Rico 00940-1119  Telephone: (787) 723-6190  FAX: (787) 722-6783</p>
<p><b>VIRGIN ISLANDS</b>  Ira Mills  Director, Office of Management and Budget  # 41 Norre Gade Emancipation Garden  Station, Second Floor  Saint Thomas, Virgin Islands 00802  Telephone: (340) 774-0750  FAX: (787) 776-0069  <a href="mailto:Irmills@usvi.org">Irmills@usvi.org</a></p>	

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [ephillips@omb.eop.gov](mailto:ephillips@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

## Program Specific Assurances

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**In addition to the standard assurances included with this application package, all applicants must review and sign the following assurances:**

As the duly authorized representative of the applicant, I hereby certify that:

1. results of student drug tests will not be disclosed to law enforcement officials;
2. results of student drug tests will be destroyed when the student graduates or otherwise leaves the LEA or private school involved;
3. all positive drug tests will be reviewed by a certified medical review officer;
4. legal counsel has reviewed the proposed program and advised that the program activities do not appear to violate established constitutional principles or State and Federal requirements related to implementing a student drug-testing program; and
5. all proposed activities will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

**Applicants for the competitive preference priority must also provide the following assurances:**

As the duly authorized representative of the applicant, I hereby certify that:

1. schools randomly assigned to not begin mandatory random drug testing will not implement any drug-testing program for the duration of the national evaluation.
2. schools will cooperate with the national evaluator in obtaining parental consent for student participation in surveys that the national evaluator will administer in all the selected schools (control and experimental).

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Signature of Authorized Certifying Official

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Title

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Date

## IX. FREQUENTLY ASKED QUESTIONS

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### **What is the goal of this grant competition?**

- The goal of this grant competition is to provide funds to develop and implement or expand school-based, student drug testing programs as a means to deter student drug use.

### **Who is eligible to apply?**

- Eligible applicants for these grants are local educational agencies (LEAs) and public and private entities. State education agencies (SEAs) may also apply.

### **What is the deadline date for transmittal of applications under this grant competition?**

- August 16, 2005

### **May I get an extension of the deadline date?**

- Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances, the Department may change the closing date for this grant competition. When this occurs, the Department announces such a change in a notice published in the Federal Register.

### **What is the project and budget period for these grants?**

- The project period will be for up to 36 months. Projects will be funded for one year with an option for two additional years, contingent upon substantial progress by the grantee and the availability of funds.

### **How much money is available under this grant competition?**

- Approximately \$6.5 million is available to fund new grants under this competition in fiscal year 2005. This figure is only an estimate and does not bind the Department to any specific level of funding.

### **How many new awards will be made?**

- It is estimated that 32 new awards will be made.

### **Is there a matching requirement?**

- No.

### **Where can I find more information about student drug-testing programs?**

- The White House Office of National Drug Control Policy has published two booklets providing information about student drug testing in schools. Those publications are titled, "What You Need to Know About Drug Testing in Schools" and "What You Need to Know about Starting a Student Drug-Testing Program" and can be found online at:

[http://www.whitehousedrugpolicy.gov/publications/drug\\_testing](http://www.whitehousedrugpolicy.gov/publications/drug_testing) - and -  
[http://www.whitehousedrugpolicy.gov/publications/student\\_drug\\_testing/index.html](http://www.whitehousedrugpolicy.gov/publications/student_drug_testing/index.html)

## How does the Freedom of Information Act affect my application?

- The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit [www.usdoj.gov/04foia/foiastat.htm](http://www.usdoj.gov/04foia/foiastat.htm).

## What is an indirect cost rate?

- An indirect cost is an expense that you incur that is necessary to implementing the grant, but may be difficult to identify with your grant. For example, indirect costs may include money spent for heat, light, rent, telephone, security, accounting, and Internet use.

If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to charge indirect costs, however, you must use a negotiated restricted indirect cost rate for this competition. If you do not have a negotiated rate, you may request a provisional rate. You will then have 90 days to submit the necessary paperwork to the Department to receive a negotiated indirect cost. For more information, please see: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

## How do I obtain a negotiated, restricted indirect cost rate?

- Your organization may already have a negotiated, restricted indirect cost rate with a Federal government agency. If your organization has not negotiated this rate in the past, please contact Katrina McDonald with the Department of Education's Indirect Cost Group at 202-377-3838 or [Katrina.Mcdonald@ed.gov](mailto:Katrina.Mcdonald@ed.gov).

## Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?

- If you do not know your negotiated, restricted indirect cost rate, please contact your business office. Please note you will need to submit proof of this cost rate, such as a signed letter or a page from a state agency web site.

## Can our program use grant funds to hire a staff to work with students who test positive?

- In general, the limited number of positive drug tests detected each year does not warrant hiring a full time counselor. Grant funds may be used to pay for staff to implement and carry out the drug-testing program. When a student tests positive for alcohol or drug use, staff may be paid for time spent counseling the student, conducting an alcohol or drug abuse assessment, and for referring a student to alcohol or drug treatment services. No funds can be used for alcohol or drug abuse treatment services.
- **What is the role of a medical review officer?**  
A medical review officer (MRO) is a licensed physician who is also an expert in drug and alcohol testing and the Federal regulations governing such testing. It is the job of the MRO to ensure the integrity of the drug test. If a test is positive, the medical review officer consults with the student and/or the student's family and gives them an opportunity to supply evidence that there was a justifiable reason for the positive

test, such as a properly prescribed legal medication. If the MRO determines that the positive test was not the result of illegal drug use, the test is reported as negative. Having an MRO on board helps protect the rights of students and can have the added benefit of strengthening the school's position if the test results are ever challenged.

Most laboratories can provide a list of available MROs. To verify the certification status of MROs, see the American Society of Addiction Medicine (ASAM) Web site at <http://www.asam.org/search/search4.html>. For more information about certified labs, visit the Web site for SAMHSA's Division of Workplace Programs at [http://dwp.samhsa.gov/drugtesting/level\\_1\\_pages/certified%20labs.aspx](http://dwp.samhsa.gov/drugtesting/level_1_pages/certified%20labs.aspx)

### **Can our program offer incentives to students who test negative for drugs?**

- No. As stated in the Application Requirements section of this application package, grant funds may not be used to provide incentives for students to participate in programs. We encourage programs to partner with businesses and other community organizations to obtain donations for incentives.

### **Can we hire an external evaluator?**

- Grant funds may be used to hire an external evaluator, although it is not required. There is a ten percent cap on the site based evaluation activities for this competition.

### **What steps can I take to maximize my chances of receiving a grant?**

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, contact the competition manager for clarification.
- The Absolute Priority and Other Application Requirements establish the parameters for applications under a grant competition. If your application does not meet the absolute priority and other application requirements for this grant competition, it will not be considered for funding.
- A panel of three persons from the drug abuse and violence prevention fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not allowed to give you "the benefit of the doubt"; therefore, if information is not in your application, reviewers cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification for each project year.
- Be sure to transmit your application on or before the deadline date August 16, 2005.

### **Why might my application be found ineligible for funding?**

Some common reasons applications are rejected include, but are not limited to, the following:

- Failure to address the absolute priority.
- Failure to include a letter of agreement from an LEA if you are a non-LEA applicant.
- Failure to address the other application requirements for this competition.
- A preponderance of the activities proposed in the application are unallowable under the requirements of the competition.

**Who do I contact for more information about this grant competition?**

- Robyn Disselkoen or Sigrid Melus, Program Analysts, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-6450. Telephone: (202) 260-3954. Fax: (202) 260-7767, E-mail: [OSDFSdrugtesting@ed.gov](mailto:OSDFSdrugtesting@ed.gov).

## X. APPENDICES AND FORMS

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- Application for Federal Education Assistance (ED Form 424)
- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Certification Regarding Lobbying (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form – LLL)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (ED Form 80-0014)
- Survey on Ensuring Equal Opportunity for Applicants
- Important Notice to Prospective Participants (ED Form 5348)
- Grant Application Receipt Acknowledgement
- Application Package Preparation Checklist

## **IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

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### **GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

**Failure to meet a deadline will mean that an applicant will be rejected without any consideration.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site:

<http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access:

<http://www.gpoaccess.gov/nara/index.html>. Depository Library location and Federal Register services: [http://www.archives.gov/federal\\_register/index.html](http://www.archives.gov/federal_register/index.html).

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

### **CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site:

<http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following Web site:

<http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far>.

ED FORM 5348, 10/01

#### **GRANT APPLICATION RECEIPT ACKNOWLEDGMENT**

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at (202) 245-6288.

#### **GRANT AND CONTRACT FUNDING INFORMATION**

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov>

Office of the Chief Financial Officer Web Page – <http://www.ed.gov/offices/OCFO/>

## Use This Checklist in Preparing Your Application Package

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- ❑ Application for Federal Education Assistance (ED Form 424) has been completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.
- ❑ Application for Federal Education Assistance (ED Form 424) has been signed in black ink and dated by an authorized official and the signed original has been included with your submission.
- ❑ One signed original and two copies of the application (including ED Form 424 and appendices), plus one voluntarily submitted additional copy have been included. All copies are unbound. Each page is consecutively numbered.
- ❑ Signed copies of all required documents, including program assurances, legal review, and letter of agreement (non-LEA).
- ❑ Deadline Date: Applications must be postmarked or hand delivered by August 16, 2005.