

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY PROGRAMS  
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2012

KYLE WOOD, SUPERINTENDENT  
BIXBY SCHOOL SYSTEM  
109 N ARMSTRONG  
BIXBY OK 74008-4449

Date: 09/29/11

TYPE OF AID	Project Code
Program Assistance Grant	412
1.0 AG EDUCATION	
2.0 BUS & INFO TECH ED	
2.0 FAM & CONSUMER SCIENCES	
1.0 MARKETING ED	
Summer Salary	411
1.0 AG EDUCATION	
State Teacher Salary Reimb	411
1.0 AG EDUCATION	
2.0 BUS & INFO TECH ED	
2.0 FAM & CONSUMER SCIENCES	
1.0 MARKETING ED	

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located.

RETAIN A COPY for your school files, RETURN this page and the signed assurances pages to:

Federal Legislation Assistance Division, ODCTE

1500 West Seventh Avenue

Stillwater, OK 74074-4364

October 2011

**MEMORANDUM**

**TO:** Superintendents of Schools

**FROM:** Phil Berkenbile, Ed.D.  
State Director

**SUBJECT:**

- Contract for Career and Technology Education Programs
- Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form

Your *FY12 Contract for Secondary Career and Technology Education Programs* is now available **online**. This includes (1) a list of the CareerTech programs being offered at your school through the Oklahoma Department of Career and Technology Education during the 2011-12 school year, (2) the *Assurances of Compliance*, and (3) the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* forms that must be on file for subrecipients of federal funds.

Go to [www.okcareertech.org/fla/contract](http://www.okcareertech.org/fla/contract) to access your documents. They are grouped alphabetically by district and are in PDF format. Please review your documents carefully. If incorrect, make revisions as needed.

Once your local board approves the contract, obtain the appropriate signatures (no stamps), and return it to the Federal Legislation Assistance Division at the address below by **November 23, 2011**. Retain a copy at your school.

If you have any questions concerning your contract or the debarment form, please contact **Janet Cooper** by telephone at **(405) 743-5130** or by e-mail at [jcoop@okcareertech.org](mailto:jcoop@okcareertech.org).

OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION

CONTRACT FOR SECONDARY & FULL-TIME ADULT CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2011-2012

It is understood and agreed that Oklahoma career and technology education funds will be used to assist in the development and maintenance of a career and technology education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, The Policies and Procedures Manual, the Carl D. Perkins Career and Technical Education Act of 2006, state laws, federal and state rules and regulations, and policies pertaining to career and technology education. The aforementioned district will provide funds necessary for a quality program and report such expenditures to the Oklahoma Department of Career and Technology Education. All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of the Oklahoma Department of Career and Technology Education by the established due date. The Salary and Teaching Schedule is one of these reports and is considered a part of this contract. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by the State Board.

The programs listed herein shall have an established local advisory committee to assist in their development and/or direction.

Each recipient of federal vocational funds will be subject to an evaluation of all federally funded programs, services, or activities using criteria established by the Oklahoma Department of Career and Technology Education.

The teacher(s) of the programs listed herein shall have a valid teaching certificate in the specific subject matter area. Other career and technology education personnel involved in the delivery of the program listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that programs provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten, eleven, or twelve calendar months. Should any program not be operational for the entire period of time as indicated on this listing and the Salary and Teaching Schedule that indicates the presence of an approved certified teacher, it is understood that funding will be reduced proportionately.

Furthermore, the aforementioned school district certifies that all such programs listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided career and technology education as specified in the Individual Education Plan (IEP) as appropriate.

Approved:



State Board of Career and Technology Education

Approved:

President, Board of Education

Date

Superintendent of Schools

Date

District Name (please print)

---

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

---

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 the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

---

**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 82.105 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, 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, 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, A 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 85-110-

(a) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

(b) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

(c) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) The terms A covered transaction, A debarred, A suspended, A ineligible, A lower tier covered transaction, A participant, A person, A primary covered transaction, A principal, A proposal, and A voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

(e) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

(f) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.

(h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(i) Except for transactions authorized under paragraph (e) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**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, Section 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 X

- (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 willX

- (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 convictedX

(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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if workplaces are on file which are not identified here.

As the duly authorized representative of the applicant (district/institution), I hereby certify that the applicant (district/institution) will comply with the above certifications.

NAME OF SCHOOL DISTRICT / INSTITUTION	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE